



PR/117938 | Office Manager (Japanese Speaking)

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1541570

業種

その他（メーカー）

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年05月20日 13:02

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Position: Office Manager (General Affairs, HR, Accounting)

Salary: GBP 35K-40K

Location: Hertfordshire (Onsite, but can work from home 1 day a week)

Hours: Monday to Thursday 8:00-16:30, Friday 8:00-16:00

Job Type: Permanent, Full time

Responsibilities:

- Manage the smooth execution of general administration duties, provide information to superiors and improve work
- Manage the practical implementation of general administration duties (general administration, accounting and human resources departments) , work with consultants and accounting firms

- Update and create new internal forms (regulations, etc.)
- Based on instructions from superiors, collect information to support decisions in general administration duties and facilitate the implementation of decisions by superiors.

Requirements:

-Fluent English, Native level of Japanese

-5 years' experience in Office Manager or similar role.

- General computer skills (ability to prepare documents using Microsoft Office software).
- Ability to multi-task, organise, be efficient, accurate and able to fulfil job responsibilities in a fast-changing environment.
- Ability to communicate smoothly both orally and in writing internally and externally.
- Positive creativity (e.g. new and improved proposals) and willingness to improve.

* Candidates must have right to work in UK, no visa sponsorship available

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会社説明