

MichaelPage

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Office Manager & Assistant - Professional Services**Office Manager - Professional Services****募集職種****人材紹介会社**

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1544145

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 900万円

更新日

2025年06月10日 18:30

応募必要条件**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

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

A leading global recruitment consultancy is seeking a skilled and versatile Office Manager & Executive Assistant to support the smooth running of the Tokyo office and provide high-level administrative support to the executive team. This hybrid role requires excellent organizational skills, strong communication abilities, and a proactive approach to managing office operations and executive needs.

Client Details

A leading global recruitment consultancy specializing in placing high-caliber professionals across various industries. We pride ourselves on fostering a collaborative, dynamic workplace that values innovation and personal growth.

Description

- Manage day-to-day office operations, including facilities, supplies, and vendor relationships
- Coordinate office events, meetings, and travel arrangements
- Provide executive-level administrative support including calendar management, correspondence, and document

preparation

- Act as a point of contact between executives, employees, and external stakeholders

Job Offer

- Work in an international and collaborative working environment
- Competitive salary and benefits package
- Opportunities for professional development and career advancement

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

スキル・資格

- Proven experience as an Office Manager, Executive Assistant, or similar role
- Excellent verbal and written communication skills in Japanese and English
- Strong organizational, multitasking, and problem-solving abilities
- Proficiency in MS Office and office management software

会社説明

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