

**【英語を活かす】シニアアドミンアシスタント/ Senior Administrative Assistant**

不動産・投資運用会社にて、シニアアドミンアシスタントの求人がございます。

**募集職種****人材紹介会社**

ロバート・ウォルターズ (Robert Walters)

**採用企業名**

不動産・投資運用会社

**求人ID**

1545007

**業種**

不動産仲介・管理

**雇用形態**

正社員

**勤務地**

東京都 23区

**給与**

450万円 ~ 550万円

**勤務時間**

お問い合わせください

**休日・休暇**

完全週休2日制, 土日祝日休み, 有給休暇

**更新日**

2025年06月18日 11:54

**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**

大学卒 : 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**

An international real estate and investment management company is searching for a Senior Administrative Assistant. The chosen applicant will be performing key administrative tasks and ensuring smooth operations within the team. This is a hybrid role.

An international real estate, investment, and capital management organisation, this company provides a range of investment management services to businesses across the world.

**Keywords:**

事務, アシスタント, サポート, 不動産, 金融, 投資, 外資系

Job Ref: 8GBL16

**Responsibilities:**

- Support Property Manager and coordinate with external PM companies, checking invoices, construction documents, and payments
- Input property management data into the SAP system, check documents, and manage filing
- Work closely with team members to monitor task progress
- Support the review of PM reports and related documents
- Provide administrative support, including arranging meetings, car rentals, and visitor coordination
- Translate documents as needed and liaise with internal teams and overseas offices

**Requirements:**

- Bachelor's degree or above in real estate, finance, business, or any related sector
- More than 3 years of related work experience
- Skilled in MS Excel
- Native level Japanese; professional level English

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**会社説明**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.