



## 【英語を活かす】チームアシスタント/ Team Assistant

グローバル製造会社にて、(Job title)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

グローバル製造会社

#### 求人ID

1546778

#### 業種

電気・電子・半導体

#### 雇用形態

派遣

#### 勤務地

東京都 23区

#### 給与

経験考慮の上、応相談

#### 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

#### 更新日

2025年08月15日 02:00

### 応募必要条件

#### キャリアレベル

新卒・未経験者レベル

#### 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

A global manufacturing company is searching for a Team Assistant. The selected applicant will be managing invoices, distribution lists, and translation support. This is a long-term haken hybrid role.

A global company manufacturing heating, ventilation, and air conditioning systems. This includes the development and production of advanced climate control technologies for residential, commercial, and industrial applications.

#### Keywords:

サポート, 事務, アシスタント, メーカー, 外資系

Job Ref: NPDP3D

#### Responsibilities:

- Manage invoices and process through Ariba and MFZ

- Manage distribution lists and serve as the point of contact for automatic DL issues
- Help the Translation team arrange interpretation and create captions for pre-recorded seminars and webinars
- Arrange interpreters for Digital meetings
- Act as secondary contact for KUDO translation services
- Schedule Digital Team meetings and maintain the shared OneNote page for APAC DT
- Join weekly digital connects and track action items
- Update membership lists for APAC Digital and Japan Digital Teams pages

**Requirements:**

- Experience using any HR management system
- Experience as a team assistant
- Native level Japanese (JPLT N1); business 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.