

MichaelPage

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Admin Coordinator | Global Sustainability Company

Admin Coordinator

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

1552234

業種

その他

雇用形態

正社員

勤務地

東京都 23区

給与

450万円 ~ 550万円

更新日

2025年07月17日 13:44

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

The Admin Coordinator will provide administrative support and help ensure compliance with internal quality standards and procedures. This role offers a unique blend of operational coordination, document control, and cross-functional support within a global business environment.

Client Details

We are a global leader in the energy and chemicals industry, dedicated to driving innovation, sustainability, and operational excellence. With a proud legacy and a forward-looking mindset, our organization plays a vital role in powering economies and shaping the future of energy worldwide.

Description

- Provide comprehensive administrative support to the team and management, including scheduling, correspondence, and document preparation.
- Coordinate quality assurance activities, including maintaining records, tracking compliance, and supporting internal audits.
- Serve as a liaison between departments and ensure alignment with corporate procedures and quality policies.
- Support initiatives to improve operational efficiency and quality performance across the organization.

Job Offer

- Convenient office location in Tokyo, with exposure to both local and global business activities.
- Work alongside experienced professionals in a supportive, team-oriented workplace.

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

スキル・資格

- Proven experience in an administrative or coordination role
 - Strong organizational and time management skills, with a keen attention to detail.
 - Proficient in both English and Japanese
 - Proficiency in Microsoft Office (Excel, Word, PowerPoint); SAP experience is an advantage.
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会社説明

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