



### General Affairs Manager

#### 募集職種

### 人材紹介会社

Propel Consulting K.K.

### 求人ID

1556087

#### 業種

医療機器

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

800万円~1100万円

#### 更新日

2025年11月28日 07:00

#### 応募必要条件

#### 職務経験

6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

日本での就労許可が必要です

#### 募集要項

- Enhance employees' engagement through general affairs services
- Drive efficiency improvement in GA service providing
- Assess, plan, implement and maintain facilities / securities aligning with related regulations and keep work place safe, efficient, costeffective and comfortable.
- Handling contract process for entire company.
- Work for manufacturing floor layout, organising warehous supply fulfilment etc, with colloborating manufacturing team.
- Supporting the company's operations through the supply / services management.
- Participate in the budget planning process
- With the collaboration with HR, provide benefit service to employees

# スキル・資格

- Bachelors degree
- 5-7 years experience in GA
- Business English capability
- Basic legal knowledge, facility management and vendor management experiences
- Strong change agent, positive mindset, sense of ownership and team-worker
- Good business acumen with logic and data driven thinking process
- Great communication and partnering skill / mindset with the various stakeholders.
- An independent, self-starter who needs little supervision, yet highly collaborative and adapt at working with leaders.

## 会社説明