

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
2026年11月02日 05:00

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

- Customer / Guest related misc (customer visit, gifts, greetings, etc.)

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