



## 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08月22日 15:52

### 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.)
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## 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.
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## 会社説明