

MichaelPage

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Office Manager - Top Private Equity Firm

Office Manager - PE Firm

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

1557949

業種

プライベートエクイティファンド・ベンチャーキャピタル

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 1200万円

更新日

2025年09月11日 14:48

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

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

You will be supporting both office operations and HR functions in a fast-paced, international environment. This is an office-based position with occasional business travel required.

Client Details

The company is a top leading private equity firm with a strong presence in Asia. The team values initiative, reliability, and a proactive mindset.

Description

- Manage day-to-day office operations and facilities
- Coordinate with vendors, contractors, and service providers
- Oversee corporate housing, insurance plans, and office supplies
- Support IT coordination with global and local vendors
- Lead onboarding/offboarding and maintain HR records
- Administer social insurance and compliance documentation
- Plan and organize internal events and team activities
- Drive cost control and contract management

- Ensure fire safety and disaster preparedness compliance

Job Offer

- Work closely with leadership and make a visible impact
- Join a stable, international firm with a collaborative culture
- Attractive and competitive package

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

スキル・資格

- Experience in office management or general affairs
- Strong communicator with excellent interpersonal skills
- Fluent in native level Japanese and business-level English
- Proactive, flexible, and solutions-oriented
- Skilled in multitasking and handling confidential matters
- Confident with basic IT tools and systems

会社説明

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