



PR/118282 | Business Support Coordinator

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1564970

業種

不動産仲介・管理

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年11月11日 10:57

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

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

UK Head Office

Full time position

Salary: 30-40K GBP

About The Role

- Support Manager with timely administration tasks
- Translating English documents to Japanese.
- Prepare documents and invoices
- Answer phone calls, respond to emails, handle correspondence on behalf of the team.

- Maintain correct contact information in database
- Assist with event organization, including team events and seasonal parties.

Skills and Qualifications

- Minimum 1 year administration experience
- Strong communication skills
- Proficient with MS office packages, (Excel, Word, Outlook)
- Strong team player
- Fluent in Japanese, written and verbal
- Attention to detail and high level of accuracy

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会社説明