



【800～1400万円】Manager Administration

外資系金融機関での募集です。総務・庶務・ファシリティのご経験のある方は歓迎で...

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

外資系金融機関

求人ID

1573544

業種

アセットマネジメント

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 1400万円

勤務時間

09:00 ~ 17:00

休日・休暇

【有給休暇】有給休暇は入社時から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 年末年始 ...

更新日

2026年02月05日 20:00

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

【求人No NJB2351182】

Job Summary:

This senior position within General Administration is responsible for managing office and facility operations to create a safe efficient and supportive work environment. By ensuring seamless office services and well maintained facilities this role enables internal stakeholders to focus on driving business growth. In addition the position oversees business management aspects related to corporate events fostering collaboration and operational excellence across the organization.

Your Impact (Key responsibilities) :

- Oversee office environment and general administrative operations to ensure a safe comfortable and efficient workplace
 - Manage office facilities including maintenance layout changes and repair coordination
 - Negotiate and coordinate contracts with external vendors such as building management cleaning services and security provides
 - Plan and execute office relocation and renovation projects
 - Handle general administrative tasks including inventory management mail and courier services and internal event coordination
 - Ensure compliance with health safety and regulatory requirements including disaster preparedness and BCP measure
 - Develop and manage budgets monitor costs and implement cost control initiatives for office management
 - Respond to employee inquiries and continuously improve office services
 - Collaborate and report global headquarters and cross function teams
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スキル・資格

Your Required Skills:

- Proven experience in facilities management or general administration (minimum 10 years)
- Strong vendor management and negotiation skills
- Excellent communication and coordination abilities
- Native level Japanese proficiency and business level English (written and spoken)
- Proficiency in Microsoft Office applications
- Ability to work proactively maintain a positive can do attitude and ensure high internal customer satisfaction
- Approachable and collaborative mindset fostering trust and ease of communication across teams
- A strong desire to continuously learn and improve/enhance processes

Your Desired Skills:

- Experience in office relocation or renovation project
 - Knowledge of health and safety management and BCP planning
 - Demonstrated success in cost optimization and process improvement initiatives
 - Experience with Microsoft SharePoint for document and workflow management
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会社説明

ご紹介時にご案内いたします