

【英語を活かす】管理アシスタント／マネージャー/ Admin Assistant/Manager

オンライン広告会社にて、管理アシスタント／マネージャーの求人がございます。

募集職種

人材紹介会社

ロバート・ウォルターズ (Robert Walters)

採用企業名

オンライン広告会社

求人ID

1577434

業種

広告・PR

雇用形態

正社員

勤務地

東京都 23区

給与

500万円～700万円

勤務時間

お問い合わせください

休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

更新日

2026年02月23日 00:00

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

ビジネス会話レベル

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

A multinational online advertising company is looking for an Admin Assistant/Manager. The selected candidate will ensure smooth office operations while providing high-level administrative and operational support to the Country Manager.

A multinational online advertising company that works with eCommerce companies in a wide variety of markets to help them better target their advertisements.

Keywords:

アシスタント, サポート, 事務, オペレーション, 秘書, 求人, 外資系

Job Ref: I3GTOL

Responsibilities:

- Manage day-to-day office administration and operations

- Support the Country Manager with scheduling, coordination, and documentation
- Prepare, track, and analyse reports and data using spreadsheets and tools
- Oversee employee onboarding and offboarding processes
- Plan business travel, meetings, and internal and external events
- Coordinate with vendors, suppliers, and external service providers

Requirements:

- 1-2 years of experience in a similar role
- Professional level Japanese; fluent level written and spoken English

会社説明

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.