

【英語を活かす】事務アシスタント/ Administrative Assistant

政府間組織にて、事務アシスタント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

政府間組織

求人ID

1578389

業種

その他 (コンサルティング・土業)

雇用形態

派遣

勤務地

東京都 23区

給与

時給制

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03月04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 leading intergovernmental organisation is looking for an Administrative Assistant. The selected candidate will support executive office operations, handle administrative processes, manage documentation, and assist staff with daily and organisational requirements. This is a contract role.

A leading intergovernmental organisation in the Asia-Pacific region, this institution drives economic growth and workforce development through productivity, innovation, and skills-enhancement programmes. It collaborates with government bodies, industry partners, and professionals to deliver training, research, and capacity-building initiatives, offering meaningful career opportunities in international development, project management, and organisational excellence.

Keywords:

事務アシスタント, 管理業務, 総務, 人事サポート, 文書管理, 外資系, 国際機関, 求人, 外資系

Job Ref: KJ4MI4

Responsibilities:

- Prepare drafts and documents for internal and external use, including applications, certificates, notes verbale, memoranda, and office orders
- Review invoices and supporting documents, create purchase orders, and submit payment requests via the accounting system
- Handle procedures for renewal, amendment, and termination of staff-related items such as National Health Insurance, MOFA ID cards, corporate cards, and visas
- Classify and manage files within the shared drive
- Support administrative and logistical arrangements for activities such as staff training, social sessions, and townhall meetings
- Assist expatriate staff with Japanese-language support for schools, medical facilities, housing, and municipal registrations

Requirements:

- Associate's degree or above
- More than 3 years' experience in administrative roles, including HR and document management
- Experience in administrative support, human resources, and document handling
- Proficient in MS Office Suite, Zoom, and SAP ByD/Concur
- Professional level Japanese and 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.