



global financial technology company - EA/Operations Support

言語力が活かせる！(英語or中国語) 残業なし！

募集職種

派遣会社

ランスタッド株式会社 プロフェッショナル事業本部

求人ID

1591590

業種

その他（金融）

雇用形態

派遣

勤務地

東京都 23区

給与

経験考慮の上、応相談

勤務時間

9:30-16:30 (not much overtime), can negotiate for 8 hours work

更新日

2026年05月12日 17:04

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

ネイティブ

その他言語

中国語：北京語

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

Language Preference: Trilingual in Japanese, Chinese, English would be ideal but priorities as below.

(1) Japanese + Chinese + can read English;

(2) Japanese + Chinese

(3) Japanese + English

Responsibilities:

- Take the lead in Japan by offering comprehensive business and administrative assistance to the Executive Director.
- Be responsible for the new company structure setting up, and manage designated projects with professionalism;
- Serve as a translator to facilitate communication between top management and local stakeholders;
- Independently coordinate and liaise with relevant internal and external parties / organizations / banks / legal advisors.

スキル・資格

Requirements:

- Degree holder in Business Management or related discipline(s).
- Minimum 5-year work experience, with experience in MNC(Multinational Corporation Finance) financial company is highly preferred.
- Strong business sense, good interpersonal skills, good time management skills, well organized, ability to problem-solve, and highly responsible.
- Proficient with Excel and Word
- Excellent command of spoken and written in Japanese, Mandarin and English
- Detail-minded and willing to learn

会社説明