

Admin/ Office Support

Utilize the Mandarin and Japanese skills

募集職種

人材紹介会社

IntelliPro Japan株式会社

求人ID

1595363

業種

インターネット・Webサービス

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

派遣

勤務地

東京都 23区

給与

300万円 ~ 400万円

勤務時間

9:00 - 18:00

更新日

2026年06月08日 09:19

応募必要条件

職務経験

1年以上

キャリアレベル

新卒・未経験者レベル

英語レベル

日常会話レベル

日本語レベル

流暢

その他言語

中国語：北京語 - 流暢

最終学歴

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

Job Scope / Responsibilities:

This position is not a traditional Receptionist role and does not involve managing a fixed front desk or reception counter.

It is a hybrid support position that combines:

- General Administrative Support
- Light Office Management
- Basic Guest Support when necessary

Examples of responsibilities include:

- Coordinating office facilities and operations (e.g., lighting, keys, meeting room management, communication with

- building management/property management)
- Ordering and replenishing office snacks and beverages
- Handling basic documentation and internal coordination tasks

In addition:

- The role does not include Executive Assistant (EA) or Secretary-level responsibilities.
- This is a fully on-site position, requiring attendance in the office five days per week due to the company's Return-to-Office (RTO) policy.

スキル・資格

Language Requirements:

The preferred language priority is:

1. Mandarin Chinese
 2. Japanese
- English proficiency is generally not a mandatory requirement.
 - This is because:
 - The direct team and reporting line primarily operate in a Chinese-speaking environment.
 - There are also many Japanese-speaking employees within the company.

Therefore, strong communication and coordination skills in both Mandarin Chinese and Japanese are considered important for this position.

会社説明