

【英語を活かす】オフィスマネージャー / Office Manager

投資会社にて、オフィス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

投資会社

求人ID

1597951

業種

投資銀行

雇用形態

正社員

勤務地

東京都 23区

給与

550万円 ~ 700万円

更新日

2026年06月24日 15:06

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 global investment management company is looking for an Office Manager / Receptionist. The selected candidate will oversee front-desk operations, office administration, executive support, and English communication with overseas stakeholders.

A fast-growing global investment firm specialising in cutting-edge technology and strategic innovation, this company empowers visionary ventures through long-term capital and operational support. Renowned for its forward-thinking approach and agile investment strategies, it offers exceptional opportunities for professionals seeking to shape the future of tech and finance.

Keywords:

投資運用、資産運用、オフィスマネージャー、受付、総務、事務サポート、施設管理、外資系金融会社, 求人, 外資系

Job Ref: K00MTY

Responsibilities:

- Welcome visitors, clients, and business partners professionally
- Manage calls, emails, meeting rooms, visitor access, mail, and courier services
- Oversee daily office operations, facilities coordination, seating plans, and workplace changes
- Process invoices, track expenses, organise contracts, and maintain filing systems

- Support executives and employees with documents, travel arrangements, onboarding, and business materials
- Coordinate company events, meetings, seminars, shareholder meetings, and international visitor arrangements

Requirements:

- Bachelor's degree or equivalent
- More than 2 years of experience in reception, office administration, office management, or a similar domain
- Proficient in MS Office Suite and Google Workspace
- Professional level Japanese; business level spoken English

Preferred requirements:

- Experience working in an international or multicultural environment
- Prior experience supporting executives or management teams
- Understanding of basic accounting or HR administrative processes

会社説明

For over 25 years, in Japan, we have been a driving force in the Japanese bilingual recruitment market, providing high-quality candidates for our clients and access to the best jobs. We always put the interests of our clients and candidates first and run on a non-commission model that promotes a working culture where teamwork is incentivised. We strive to find the best fit for both employer and job seeker and don't push people into unsuitable roles.