

Administrative Executive

募集職種

人材紹介会社
株式会社 JAC International

採用企業名
グローバル電気・電気通信エンジニアリング企業

求人ID
1614106

業種
小売

会社の種類
中小企業 (従業員300名以下) - 外資系企業

雇用形態
正社員

勤務地
東京都 23区

給与
500万円 ~ 700万円

更新日
2026年10月30日 02:00

応募必要条件

職務経験
3年以上

キャリアレベル
新卒・未経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
ネイティブレベル

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

Business content

* General affairs and administrative procedures Company day-to-day administrative tasks and general office operations. Handling various applications to government agencies and administrative procedures such as permits and licenses. Various procedures involving visits to government offices, banks, and related institutions.

* External relations and document management Daily communication and coordination with government agencies, banks, accountants, lawyers, and partner companies. Creation and management of various business documents such as contracts, quotations, and invoices.

* Management and project support Project management support, interdepartmental coordination, and business process advancement support. Support for various tasks requested by management.

*Participation in business development Participation in company management and business expansion activities in line with business growth.

スキル・資格

At least two years of practical experience in general affairs, administrative departments, office management, etc.

Business communication skills in both Japanese and English (ability to report to managers and negotiate with government agencies and business partners).

We are looking for someone who can personally visit government offices, banks, and related institutions to complete necessary procedures when required (domestic and international business trips are acceptable).

No specific educational background required (we prioritize personality and abilities over educational background or work experience).

Skills & Competences Skills and abilities Practical skills in Microsoft Office (Word/Excel/PowerPoint)

High administrative skills, attention to detail, and the ability to prioritize multiple tasks. Good interpersonal communication skills Professionalism that enables the proper handling of confidential information such as contracts and management information.

An attitude of taking initiative without waiting for instructions and a strong sense of responsibility.

The ability to quickly acquire new business knowledge and the problem-solving skills to propose solutions independently.

会社説明