SPECIALIZED GROUP Understanding People

Workplace Experience Assistant / 受付・総務アシスタント

年収最大500万円・残業代別途支給

募集職種

人材紹介会社
スペシャライズドグループ株式会社

求人ID
1621919

業種
その他

雇用形態
正社員

勤務地
東京都 23区

給与
経験考慮の上、応相談

更新日
2026年11月11日 11:50

応募必要条件

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
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

Workplace Experience Assistant- Office Support - Up to ¥5.5M salary, Limited overtime, Onsite Tokyo Ryutsu Center

Overview

Our client is an American company seeking a Workplace Experience Assistant for a newly added role supporting their growing Japan team. This position offers the opportunity to manage reception duties while gaining broader experience in office operations, event support, and vendor coordination within an international environment. The role provides a base salary up to 5M, approved overtime pay, commuting allowance, pension, insurance benefits, and grading-service discounts.

Key Responsibilities:

- Welcome visitors and manage check-in/out with Envoy system
- Handle incoming calls, mail, and deliveries promptly
- Organize reception, meeting rooms, break areas, and supply stations
- Order and replenish office supplies regularly
- Respond to workplace service requests via Jira ticketing system
- Coordinate vendor access and enforce security procedures
- Support visiting executives with meeting rooms and catering arrangements

- Assist with employee events and workplace projects
- Receive and hand over customer card submissions
- Maintain a welcoming and professional office environment
- Prioritize and multitask requests in a busy office setting
- Liaise with cleaning vendors to ensure office cleanliness

Requirements:

- Strong Japanese communication skills, spoken and written (mandatory)
- Experience with reception or office administration (preferred but not mandatory)
- Proficiency in using Envoy or similar visitor management systems (preferred but not mandatory)
- Experience handling workplace service requests using Jira or similar ticketing tools (preferred but not mandatory)
- Basic skills in Google Docs, Sheets, and Slides (preferred but not mandatory)
- Ability to manage vendor coordination and security procedures
- Experience in event support and coordination
- Strong organizational skills with attention to detail
- Customer service skills focused on welcoming and assisting visitors
- Ability to prioritize and multitask in a busy office environment
- Proactive and hands-on approach to workplace support tasks

Benefits:

- Base salary up to JPY 5,000,000
- Approved overtime paid separately
- Defined contribution pension plan
- Group life and long-term disability insurance
- Commuting allowance provided

会社説明