



企業受付 外資系金融機関 <丸の内エリア>

フランス大手金融の日本法人

募集職種

採用企業名

ドレイク・ビジネス・サービス・ジャパン株式会社

支社・支店

外資系金融機関 企業受付業務 <丸の内エリア>

求人ID

1352231

業種

人材派遣・アウトソーシング

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区, 千代田区

最寄駅

山手線、 東京駅

給与

経験考慮の上、応相談 ~ 400万円

更新日

2023年05月31日 06:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

ネイティブ

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

- o Create a comfortable, welcoming and hospitable experience for employees and their guest.
- o Boost agility in the workplace by managing up-to-date visitor information.
- o Handle internal & external calls and correspondence.

- o Anticipate client needs through observation to create memorable experiences.
- o Manage stationery requisition and related inventory management.
- o Adhoc responsibilities assigned by Workplace Manager and Customer Services.
- o Foster a sense of community and create happiness at work for our team, our client and their guest.
- o Creating a welcoming environment for clients, (internal/external) customers by providing authentic, caring and timely service. Visitor Management
- o Provide personable and efficient visitor registration services.
- o Ensure regulatory compliance in managing visitor access through clients Visitor Management Systems (VMS).
- o Enhance safety and security of facility by management of visitor movement.
- o Execute emergency response plan to ensure safety of client and guest when necessary. Concierge Services
- o Deliver concierge service with local expertise and insider knowledge.
- o Manage transportations request from visitors and employees. Conference Meeting Room Booking
- o Assist & educate client to achieve optimization and efficiency for meeting room bookings.
- o Enhance user comfort and services by efficient turnaround of meeting rooms.
- o Plan experiences and community events within and beyond the office, that unite people and inject fun into the workplace.

スキル・資格

- o 2- sector or related professional area
- o Prior experience to manage meeting room services is an advantage
- o Diploma from an accredited institute Task Skills
- o Proficiency with Microsoft Word, Excel and PowerPoint.
- o Good command of verbal and written English Personal Skills
- o Ability to meet tight schedules and deliver high quality of work
- o High level of communication and interpersonal skills

会社説明

Drake Business Logistics is an exclusive Asia-Pacific representative of Swiss Post Solutions, supporting a diverse clientele with people, process, and technology solutions across the information logistics chain.

With a presence spanning six global finance sectors, our story began in 2012 with a partnership between two leading global brands – Drake International and Swiss Post Solutions.

With a century of combined expertise, Drake Business Logistics is uniquely positioned in our market as a vendor-neutral partner capable of driving innovation and efficiency across all facets of the information management lifecycle.

With a guiding objective of efficiency through alignment of process and technology, Drake Business Logistics takes on complete management of non-core business functions to reduce cost whilst freeing your internal resources.

Drake Business Logistics is recognized as the market leader in each region we operate – growing our presence beyond Australia to encompass the Philippines, Japan, Korea, Singapore, and Taiwan.