

Job Detail

Staff Level

Position Title	Team Assistant - Financial Services
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Administrative - Secretary
Industry	Finance - Other
Location	Asia Japan Tokyo
Job Description	<p>You will be responsible office management and secretary tasks to ensure smooth back-office operation and enable a comfortable office and working environment.</p> <p>Description</p> <ul style="list-style-type: none">* Manage calendar and meeting arrangement* Arrange business trips, visa for visitors* Assist with document creation and signing process* Handle office inquiries and event planning* Oversee KYC process on vendors prior to signing contracts <p>Profile</p> <ul style="list-style-type: none">* Fluent communication in English and Japanese (native level)* Working experience in office admin, assistant, secretary* Ability to manage various administrative tasks in a timely manner* Hospitality mindset, strong interpersonal and communication skills* Proactive, commitment to company's goal achievement <p>Job Offer</p> <ul style="list-style-type: none">* Permanent position* English is the main language in office* Work-life balance with minimum overtime <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.</p>
Company Info	Based in Tokyo, the company has been providing high-quality financial services with mission to extend financial inclusion across the globe.
English Level	Fluent (TOEIC 865-)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 4500K - JPY 5000K