

## Job Detail

Manager Level

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|---------------------|--|
| Position Title      | Office Manager (WFH available) - Global Food & Beverage Company  |
| 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            | General Affairs/HR/Legal - Office Manager<br>General Affairs/HR/Legal - General Affairs<br>Administrative - Secretary  |
| Industry            | Food and Beverage Production   |
| Location            | Asia Japan Tokyo   |
| Job Description     | <p>You will be responsible for general affairs support for Japan office. At the same time, you will support the team head in overseeing and managing the varied activities of the company.</p> <p>Description</p> <ul style="list-style-type: none"> <li>* Manage office facility, liaise with external stakeholders for building management and health authorities</li> <li>* Ensure office BCP (Fire and disaster prevention and measures are in place as regulated)</li> <li>* Support visa application, relocation arrangement, documents and vendor payment invoice</li> <li>* Handle internal communication for Health and Safety, company events</li> </ul> <p>Profile</p> <ul style="list-style-type: none"> <li>* Native level Japanese, high business level English</li> <li>* Bachelor's Degree</li> <li>* Experience as Office Manager, General Affairs, Facilities and Assistant</li> <li>* Working experience in an international environment</li> <li>* High hospitality with flexibility</li> <li>* Ability to proactively communicate and actively drive things forward in a positive manner</li> </ul> <p>Job Offer</p> <ul style="list-style-type: none"> <li>* International and supportive working environment</li> <li>* Flexible time with work from home option</li> <li>* Product discount</li> </ul> <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        | World leading food and beverage company partnering with local distributors to offer a wide range of water, food and plant-based products with products sold in over 120 markets.   |
| English Level       | Business Conversation Level (TOEIC 735-860)  |
| Japanese Level      | Native Level   |
| Salary              | JPY - Japanese Yen JPY 6500K - JPY 9000K   |