

Job Detail

Entries Level

Position Title	【Event Assistant】 Top consulting firm
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	2024-04-18 / 2024-04-18
Job Type	Administrative - Other
Industry	Consulting - Other
Location	Asia Japan Okinawa
Job Description	<p>As an Event Assistant, you will be required to coordinate and assist in various events ensuring smooth operations.</p> <p>Description</p> <p>*</p> <p>Coordination of events external and internal.</p> <p>*</p> <p>Reservation and management of venues.</p> <p>*</p> <p>Perform on site clerical work related to events.</p> <p>*</p> <p>In charge of various tasks on rotation within the department.</p> <p>Profile</p> <p>*</p> <p>Strong organisational and communication skills.</p> <p>*</p> <p>Adaptability to changing circumstances.</p> <p>*</p> <p>Collaboration and team work abilities.</p> <p>*</p> <p>Ability to thrive in a fast paced environment.</p> <p>Job Offer</p> <p>*</p> <p>Great opportunity to further Career at Major consulting firm.</p> <p>*</p> <p>Diverse and inclusive culture.</p> <p>*</p> <p>Fantastic work life balance</p> <p>*</p> <p>Flex time</p> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Nana Koga on +813 6832 8663.</p>

Company Info	Top established Consulting firm known worldwide.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 3000K - JPY 4000K

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