

求人情報

スタッフレベル

ポジション名	[Administrative Assistant] Private Investment firm
この求人情報の取扱い会社	マイケル・ページ・インターナショナル・ジャパン株式会社/Michael Page International Japan K.K.
企業名	会社名非公開
掲載開始・更新	2024-04-18 / 2024-04-18
職種	事務系 - 秘書 金融/銀行/証券/投資 - 事務/バックオフィス
業種	投資・ファンド関連
勤務地	アジア 日本 東京都
仕事内容	<p>The client is expanding their business in Japan and looking for a new Admin position to provide administrative and organizational support.</p> <p>Description</p> <ul style="list-style-type: none">* Efficiently manage multiple executive calendars using Microsoft Outlook, ensuring all appointments and meetings are accurately scheduled.* Provide professional telephone support, handling calls with courtesy and professionalism, taking messages or addressing inquiries as needed.* Coordinate comprehensive travel arrangements, both domestic and international, including flights, accommodations, car rentals, and car services.* Offer general administrative assistance, including document creation, editing, and maintenance of various files, spreadsheets, and presentations.* Organize internal and external meetings, handling room reservations, equipment setup, catering, and preparation of meeting materials such as presentations, agendas, and necessary documents.* Follow up on action items resulting from meetings as directed, ensuring timely completion.* Manage department supply and stationery requests, including letterhead, envelopes, business cards, and office supplies.* Distribute daily mail to the appropriate team members.* Undertake ad-hoc assignments as requested, demonstrating flexibility and adaptability. <p>Profile</p> <ul style="list-style-type: none">* Experience in administrative support to executive levels* Excellent verbal and writing communication in both English and Japanese (native level)* Strong computer skills - Proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint)* Ability to work in fast-paced environment and visit office frequently* Detail oriented with strong sense of confidentiality <p>Job Offer</p> <ul style="list-style-type: none">* International workplace* Attractive benefit package* Communicate with overseas offices <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>
企業について(社風など)	The company is a prominent global investment firm specializing in real estate and hospitality. With a strong track record of successful investments and a strategic approach, the company identifies and capitalizes on lucrative opportunities in the market, creating value and delivering exceptional returns to its investors.
英語能力	ビジネス会話 (TOEIC 735-860)
日本語能力	ネイティブレベル
年収	日本・円 600万円 ~ 800万円