

PERSOLKELLY is the best global HR solution provider.

We founded the company in 1946 from Troy, Michigan, US, and are listed NASDAQ stock exchange (Fortune 500 Company). Kelly has approximately 1,100 employees at its corporate headquarters in Troy, Michigan and approximately 7,000 employees in its global network of branch offices.

We specialize in attracting well-qualified talent across all levels and roles, in almost every known vertical.

We are looking for someone who can enjoy together and develop enough expertise at PERSOLKELLY!

Please visit below websites for more information about PERSOLKELLY.

Homepage : <https://www.persolkelly.com/>

[Job Title] Office Administrator

- 정규직 (수습 3 개월)
- 신입 가능
- 채용시 마감

[Job description]

-Respond to employee`s inquiries with resolution

-Assist with onboarding new hires to PERSOLKELLY by providing access cards to the building, fingerprint access to the front door and name tags for their desks

-Check and order name cards as required for the staff

-Assist with office upkeep with regard to air conditioning, furniture, water, pantry, hygiene, safety

-Assist with the organization of company events and internal meetings, including ordering of snacks and refreshments

[Requirement]

-Already graduated or about to graduate (a must)

-Effective and efficient with MS office programs

Others

- Location : 15F, Seoul Finance Center, 136, Sejong-daero, Jung-gu, Seou
- HR 담당자: JIHYEON_SEO@PERSOLKELLY.COM (이메일 지원)