



Office Manager

Small English speaking team

Job Information

Recruiter

SPOTTED K.K.

Hiring Company

Spotted K.K.

Job ID

1340497

Industry

Recruitment Agency

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Train Description

Yurakucho Line, Shintomicho Station

Salary

3 million yen ~ 5 million yen

Work Hours

10am-6pm

Holidays

20 days per year

Refreshed

February 17th, 2025 20:48

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Coordinate and organize office activities
 - Oversee stock of office supplies
 - Onboard new employees
 - Coordinate with external accountant on tax, social insurance and employment matters
 - Greet visitors at office
 - Process employee payslips and timesheets
 - Process invoices for payment
 - Send out invoices to customers
 - Coordinate inbound and outbound office mail
 - Support communication with external vendors
 - Support in scheduling meetings, restaurant reservations, interviews and transport
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Required Skills

- Experience with administrative and clerical work
 - Strong communication and organizational skills
 - Friendly and upbeat demeanor
 - Native level Japanese, and fluency in English
 - Experience with Mac devices and Google Workspace preferred but not essential
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Company Description

At Spotted Recruit, we believe in entrepreneurs and share their passion for turning great ideas into reality.

Since 2016, our consultants have been helping tech startups and venture capital firms to build their business by finding highly qualified, highly motivated professionals for top Management and Executive positions, as well as strategic Sales, Engineering, Design, and Back Office roles.

During that time, we have expanded the scope of our firm to provide industry-leading contingency and retained search services to the entire Tech Startup Ecosystem — from the most innovative homegrown Japanese Tech Startups and pioneering Global Tech companies entering Japan, to visionary Venture Capital and Private Equity firms.

Japan is increasingly evolving into a supportive environment for global entrepreneurship. If you are looking for a new challenge, greater responsibility, and the chance to contribute more to the success of a business, we can help connect you to the most compelling opportunities in the startup ecosystem.

Spotted Recruit is dedicated to helping candidates with expertise in the tech and finance fields discover a more exciting career path. As we work to place you with a company that matches your experience and goals, we act as your consultant, coach, and negotiator. It is our aim to see each of the candidates we place find satisfaction, have a significant role to play, and be successful in their new position.