



【Administrative Assistant】

Silicon Valley Startup!

Job Information

Recruiter

SPOTTED K.K.

Hiring Company

Silicon Valley Startup!

Job ID

1457045

Industry

Software

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Shibuya-ku

Salary

Based on hourly rate

Hourly Rate

1600

Work Hours

40 hours per week

Holidays

Every weekend and national holidays

Refreshed

March 26th, 2025 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Summary

Our client is looking for an Administrative Assistant to support their day-to-day activities, this person will be in charge of overall administration and office management tasks (Including assisting executives). They have a very beautiful office with lots of friendly people from all over the world, this is a great opportunity for someone that wants to be part of an international and highly innovative company.

Responsibilities:

- General support including schedule management and coordination of executive members and expense processing operations
 - Coordination work with parent company and related companies
 - Telephone and visitor correspondence
 - Arranging meeting rooms
 - Arranging and supporting domestic and international business trips for executives and team members
 - Organizing and coordinating company events
 - Inventory management and purchase of office supplies
 - Receiving and sending mail and parcels
 - Office organization and neatness
 - Other general affairs
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Required Skills

Required Skills & Experience

- Experienced Executive Assistant, Office Management or General Affairs.
- Intermediate English proficiency
- Those who can proactively engage in support work for executive members and team members
- Able to work brightly, flexibly, and politely in a fast-paced and ever-changing environment.
- Demonstrate high communication skills and be able to proactively make proposals, pose problems, and solve problems.
- Able to carry out duties responsibly.
- Have the ability to take action to understand and learn business on their own initiative.
- Those who can use Office (Excel, Word, PowerPoint)

Conditions:

勤務地:東京都渋谷区

勤務形態:フルタイムのオフィス勤務

勤務時間: 9:00 – 18:00

休日:土・日、祝祭日、年末年始

初回契約期間: 3 か月、その後更新あり

時給 : ~1600円
