

**Office Administrator/総務・人事・経理のアシスタント業務/公用語英語★赤坂勤務****Job Information****Hiring Company**

Commtech Asia (Japan) K.K.

**Job ID**

1461506

**Industry**

Other (Real Estate, Construction)

**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, Minato-ku

**Salary**

Negotiable, based on experience

**Work Hours**

8:30 ~ 17:30 (休憩時間 60分間)

**Holidays**

完全週休2日制(土・日)、祝日、年末年始休暇等

**Refreshed**

April 14th, 2025 12:27

**General Requirements****Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

外国籍の方に関しては、日本語N1レベル以上を求む

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

**Job Description**

人事・総務・財務に関するサポートを担っていただきます。  
また、外国籍も非常に多い環境ですので、語学力を活かして業務を進めて頂きます。

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＜求人のポイント＞

- ・外資企業のバックオフィス業務を目指している方へ
  - ・総務、人事、労務いずれかの経験があれば歓迎！マルチタスクスキルを身につけたい方。
  - ・外国籍も多く在籍。公用語英語の職場環境。
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**ADMINISTRATION : オフィス管理全般（オフィスの備品管理、社内イベントの企画準備、オフィス移転など）**

- In charge of all matters pertaining to office administration
- Monitor office equipment purchasing and maintenance
- Organises and arrange staff activities (e.g. Annual Dinner, Christmas Party, Staff Briefing sessions, etc.)
- Distribute information and correspondence throughout the offices.
- Arrange staffs' business travel requirements
- Maintenance and updating of quality and best practice manuals.
- Assist Office Administration department on corporate identity standards, templates and guidelines.
- All other general affairs tasks given by the Dept. Manager that may arise, such as office relocation, office facility related, health & safety and so forth.

**ACCOUNTS : 経理・給与管理（請求書手配、給与管理など経理のアシスタント業務）**

- Liaise / communicate with vendors and arrange payments
- Liaise / coordinate with local consultant and Accounts Department on calculation of local staff payroll, national insurance contribution and withholding tax issues.
- Assist Accounts Department on banking, financial, taxation enquires and activities.
- Assist the Accounts Department on local general insurances matters

**HUMAN RESOURCE : 人事管理（外国籍のビザ手続き、採用・休暇管理などの人事アシスタント）**

- Assist Human Resource on all local employees' employment issue including recruitment, leave administration, employment terms and conditions, staff communication, etc.
- Assist local / overseas staff on working permit applications
- Assist local / overseas staff in settling in and departure upon relocations
- Maintaining records of staff movement and confidential personnel files of local staff
- Assist Human Resource on sourcing and monitoring Employee Benefits scheme
- Perform any other assignment assigned by Head of Department/Director.

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**雇用形態**

正社員（試用期間3か月）

**勤務地**

東京都港区赤坂2-15-4第1セイコービル6階  
最寄り駅：東京メトロ千代田線 赤坂駅

**給与形態**

応相談

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**Required Skills**

**応募必要条件**

**Education**

- Degree/Diploma in Business Administration or other similar qualification.

**Technical Requirements**

- 3 years experience in general office administration, accounting, human resources for medium-to large sized multinational company
- Knowledge of HR practices, labour law, Industrial Relations and other related function in local environment.

**Managerial Experience**

- 3 years experience in managing general administrative staff and activities.

**Others**

- Computer literacy is a definite pre-requisite
  - Good command of written and spoken English /Japanese
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**Company Description**