

**Morgan
McKinley**

Office Administration Staff

Job Information

Recruiter[Morgan McKinley](#)**Job ID**

1466513

Industry

Recruitment Agency

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line, Kamiyacho Station

Salary

2.5 million yen ~ 4.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

August 15th, 2024 12:06

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

Your role as an Office Administrator

- Administrative support to Recruitment Consultants
- Basic English/Japanese translation to assist non-Japanese speaking Consultants
- Handling incoming calls, attending visitors
- Producing documents and managing reports
- Maintaining corporate website and intranet

- Assisting with event planning
 - Ad-hoc administrative duties
 - Ensuring all information is kept up to date through database creation and maintenance
 - We will need someone who can work on site at least 4 days/week
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Required Skills

What We Are Looking For

- 2~3 years previous admin experience in any industry (preferred)
 - Strong organisational skills: the role will require the individual to 'multi-task'
 - Outstanding communication and interpersonal skills with fluent English and native Japanese
 - Professional/self-motivated demeanour and attitude, a team player who is able to work with little supervision
 - Excellent IT skills and a sound practical knowledge of Microsoft Word, Excel and Power Point
 - Have to be based in Japan
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Company Description