



(Accounting+Language skills wanted) Operational Manager Exclusive job

### Working with Foreign Startups

#### Job Information

##### Hiring Company

[GaienWest Inc.](#)

##### Job ID

1477762

##### Industry

Other

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards, Shibuya-ku

##### Salary

5 million yen ~ 6.5 million yen

##### Work Hours

9:00-18:00 with 1 hour break -> eventually move to monthly flex

##### Refreshed

July 3rd, 2024 01:00

#### General Requirements

##### Minimum Experience Level

Over 3 years

##### Career Level

Mid Career

##### Minimum English Level

Fluent

##### Minimum Japanese Level

Native

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

##### Job description

- Help with the incorporation of a new company for foreign business owners in Japan
- Communication with clients for the management of monthly or yearly reporting for tax, payroll, accounting and other legal requirements
- Visits to client companies, banks, tax offices or other locations as required
- Processing payments online and at the bank on behalf of clients
- Translation of accounting or tax information (Japanese <-> English)
- Management of IT tools, office supplies or filing papers at office
- Reporting of cash flow, financial status as required by customers

## Required Skills

**Educational requirement:** Bachelor or Master's Degree in any relevant field

**Professional Experience:**

- Five years of relevant professional experience required.
- Experience in client relations and customer service management

**Required skills:**

- Basic PC and iPhone knowledge
- Microsoft Excel, Word, PowerPoint and Outlook
- Fluency in spoken and written English and native level Japanese
- Basic accounting knowledge
- Ability to work independently while being part of a virtual, effective team.
- Ability to conduct research to solve problems and execute solutions
- Ability to manage multiple priorities and complete tasks/projects in accordance with established deadlines
- High level of punctuality, work ethic and discretion

**Preferred skill**

- Boki qualification
- Experience in using Free accounting software
- Lived overseas for several years, worked in both Japanese and international workplace

**Salary:** 450,000~550,000yen per month

**Commuting fee:** actual fee provided

**Bonus:** depends on company performance

**Annual working days:** according to the calendar

**Paid holiday:** as per labor law

**Working hours:** 9:00-18:00 with 1 hour break -> eventually move to monthly flex system

**Work days:** Monday to Friday

**Overtime:** 0~20 hours a month

**Probation:** first three months

**Work place:** Nakanishi bld 501, 5-29-11 Sendagaya, Shibuya-ku, Tokyo / home (2,3 days at office, 2,3 days at home)

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