



## 【Bilingual Speakers Wanted!】 Administrative Officer

### US Based Multinational Company

#### Job Information

##### Hiring Company

RoviSys Japan GK

##### Job ID

1493913

##### Industry

Machinery

##### Company Type

International Company

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards

##### Salary

Negotiable, based on experience

##### Refreshed

November 19th, 2024 02:00

#### General Requirements

##### Minimum Experience Level

Over 3 years

##### Career Level

Mid Career

##### Minimum English Level

Business Level

##### Minimum Japanese Level

Native

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

##### General characteristics

- Provide administrative support to senior leadership, manage office operations, and facilitate communication across divisions
- Proactive, detail-oriented, and able to handle competing priorities with ease
- Drive efficiency through proactive business support and office management
- Works closely with high-level executives and be part of setting up the foundations of RoviSys Japan

##### Responsibilities

- Facilitate communication between executives and global teams through translations
- Act as liaison for global teams during Japan visits, handling logistics like visas and accommodations

- Support employee engagement initiatives
  - Ensure compliance with corporate policies, coordinating with external agencies and vendors
  - Ensure compliance with Japan corporate, tax, accounting and employment laws by liaising with external agencies with the relevant expertise
  - Provide administrative support to all office related matters including facilities management
  - Data entry and filing of documents as needed
  - Review and reimbursement of employee expenses, purchases and vendor services
  - Facilitate accounts receivable and collection function
  - Perform basic human resource functions such as assist in the coordination of recruitment activities
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## Required Skills

### Qualifications

- Bilingual in Japanese (native level) and English with strong communication skills
  - Proven track record as an Administrative Assistant
  - Experience in global, matrixed organizations will be added bonus
  - Ability to adapt to ambiguity
  - Able to work independently but also a strong team player
  - Qualifications in business administration or business management
  - Possesses positive and constructive attitude
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## Company Description