

**【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

April 29th, 2025 10:00

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
-

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
-

Company Description