



事務担当／Office Administrator | オフィスマネージャー／アドミンアシスタント経験のある方歓迎

◆ 外資系企業で語学力を活かしながら働ける ◆ 福利厚生の詳細は求人票へ！

Job Information

Hiring Company

[Smith & Associates Far East Ltd.](#)

Job ID

1508359

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 6 million yen

Refreshed

April 1st, 2025 11:00

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

Responsibility

- Provide administration and clerical support to all office administration routines, including answer, screen and forward incoming phone calls, notifies company personnel of visitor arrival, receive deliveries, sort and distribute incoming mail, etc.
- Provide system administration support to sales team.
- Updating and maintaining trading systems.
- Preparation of daily, bi-monthly, and monthly reports.
- Helping managers scheduling meetings, follow up tasks, deadline.
- Taking meeting minutes and summarizing meeting notes for internal meetings.
- Any ad hoc projects

About Us

Founded 40 years ago in Houston, TX, US, Smith sources, manages, and distributes the electronic components that go into

everything from mobile phones and computers to appliances and automobiles. Smith is the leading independent distributor of electronic components and ranks number six among all global distributors. We are always looking for talented individuals to join our dynamic, friendly, and professional team environment. Located in more than 20 cities around the world, you'll find a home here as part of the Smith family.

Our legion of employees communicates in 50 different languages and dialects and buys and sells components 24 hours per day, with global sales in excess of \$12.9 billion since 2019. We're always moving; helping manufacturers navigate market shifts, customizing supply chain solutions, testing components using cutting-edge technology, and more.

Required Skills

Requirement

- Degree holder with 5+ year of administrative working experience.
- Good PC skills including MS Word, Excel and PowerPoint.
- Well-organized, detail-minded, proactive, self-motivated with good interpersonal skill.
- Mature, pleasant, responsible & self-discipline.
- Ability to handle work independently, structurally, systematically, and in a fast-paced environment.
- Good team player.
- Good command of both spoken and written English and Japanese.

What We Offer

- Rewarding careers
 - Collaborative and dynamic culture
 - Comprehensive learning and development
 - Gym and wellness sponsorships
 - Modern, streamlined office design
 - Year-round company activities and outings
 - Opportunities to give back to our community
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Company Description