



【完全在宅・即日可能・長期派遣】アシスタント @フード&ビバレッジ

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1509570

Industry

Food and Beverage

Company Type

Small/Medium Company (300 employees or less)

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Hourly Rate

2000円 + 交通費

Refreshed

December 11th, 2024 17:03

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

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Language Requirements:

- English Skills: Advanced level (must be comfortable speaking and writing in English)
- Japanese Skills: Native speaker

PC Skills:

- Proficient in Microsoft Outlook (email and scheduling)
- Skilled in Microsoft Word and Excel
- Ability to calendar coordination

Key Responsibilities:

1. Administrative Tasks:

- Manage and process expenses accurately and on time
- Handle social insurance-related documentation and procedures
- Support financial tasks, including basic bookkeeping and report generation
- Processing visas for employees coming from overseas

2. Onboarding Support:

- Assist in the onboarding process for new hires, including documentation and system setup

3. IT Support Coordination:

- Act as a liaison for IT-related support, ensuring smooth communication

4. General Office Support:

- Perform general administrative duties to support the team and ensure efficient office operations

Desired Qualifications:

- Previous experience in administrative or office assistant roles in hospitality or food and beverage is preferred
- Strong organizational and time-management skills as this role is fully remote
- Detail-oriented with the ability to handle multiple tasks simultaneously
- Excellent communication skills and a proactive attitude

Work Environment:

- Fast paced and dynamic environment within the food and beverage industry
- Requires flexibility to adapt to shifting priorities and support diverse operational needs
- Opportunity to collaborate with cross-functional teams in a vibrant and everevolving sector

Company Description