



(Accounting+Language skills wanted) Operational Manager Exclusive job

Working with Foreign Startups

Job Information

Hiring Company

[GaienWest Inc.](#)

Job ID

1511883

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

January 17th, 2025 10:00

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)

Company Description