



General Affairs - Office Manager | HR Admin | Sales Support

Job Information

Hiring Company

[Aurora Solutions K.K.](#)

Job ID

1515882

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

4 million yen ~ 6 million yen

Refreshed

February 21st, 2025 00:00

General Requirements

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

About Aurora Solutions:

Aurora Solutions is a consulting firm specializing in clearing, risk, collateral management, and back-office operations. Our major customers include banks, exchanges, and clearing houses. We pride ourselves on delivering innovative solutions that address our clients' most complex operational and strategic challenges.

Role Overview:

We are seeking a highly motivated and detail-oriented Office Manager/HR Admin/Sales Support professional to join our team. This dual-role position requires excellent organizational skills, a proactive attitude, and a strong ability to communicate effectively across diverse teams. The ideal candidate will have native-level Japanese proficiency and business-level English fluency.

Key Responsibilities:**HR Administration:**

- Maintain employee records and ensure compliance with local labor laws and company policies.
- Assist in organizing training programs and employee engagement initiatives.
- Provide administrative support for payroll, benefits, and other HR functions.

Sales Support:

- Assist the sales team with documentation, proposals, and client presentations.
- Act as a liaison between the sales team and clients, ensuring timely communication and follow-ups.
- Maintain and update customer relationship management (CRM) systems.
- Prepare reports and sales analytics to support strategic decision-making.

Office manager:

- Oversee daily office operations to ensure efficiency and smooth workflow
- Manage office supplies inventory, ordering replacements as needed
- Organize and schedule meetings, appointments, and travel arrangements for staff
- Handle incoming calls, emails, and correspondence

Required Skills**Requirements:**

- **Language Proficiency:** Native-level Japanese and business-level English.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal abilities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Experience in finance or consulting is a plus but not required.

Preferred Qualifications:

- Previous experience in HR, administrative roles, or sales support.
- Familiarity with CRM systems and HR management software.
- Knowledge of financial services, risk management, or back-office operations.

What We Offer:

- Opportunity to work with leading financial institutions and industry experts.
- A dynamic and inclusive work environment.
- Professional growth and development opportunities.
- Competitive salary and benefits package.

Company Description