



Administrative Coordinator (English-Japanese Bilingual)

人事、経理業務のサポート/未経験からでもOK

Job Information

Hiring Company

[Eighty Days Inc.](#)

Subsidiary

Eighty Days Japan

Job ID

1515934

Division

Administration

Industry

Tourism

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Train Description

Yamanote Line, Gotanda Station

Salary

3 million yen ~ 4.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

Full time (9:00-18:00 including 1 hour lunch break)

Holidays

Saturday, Sunday and bank holiday

Refreshed

January 17th, 2025 21:06

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

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**Key Responsibilities:****1. HR Support**

- Maintain and manage internal HR information and records.
- Assist employees with work visa applications and related support.
- Serve as a point of contact for internal HR-related consultations and inquiries.
- Support onboarding and offboarding processes, including necessary documentation and procedures.
- Coordinate various HR-related procedures, including health check-ups and stress assessments.
- Liaise with the occupational health physician to manage employee wellness initiatives.

2. Accounting Support

- Process and record journal entries in the accounting system.
- Manage internal cash flow and account information, ensuring timely updates.
- Support management accounting activities, such as preparing reports and tracking budgets.
- Assist with general administrative tasks related to accounting operations.

3. Administrative Duties

- Manage correspondence, filing, and data entry for both HR and Accounting functions.
- Coordinate meetings, maintain team calendars, and assist with internal communication.
- Support other tasks and projects.

Required Skills**Requirements:**

- English: working proficiency (comfortable reading and speaking)
- Japanese: native-level
- Strong organizational skills and the ability to multitask effectively.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) or equivalent software.
- Excellent communication skills and a professional demeanor.

Other desirable skills:

- Experience or knowledge in HR or accounting is a plus but not required.
- High level of discretion and the ability to handle sensitive information with confidentiality.

Compensation:

- (negotiable) 250,000 – 350,000 (negotiable)/month
- Starting at 10 days holiday

Work hours:

- Full time (9:00-18:00 including 1 hour lunch break)
- Monday to Friday
- Holiday:
 - Japanese bank holidays

Company Description