



## 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**

April 25th, 2025 12:00

### 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**