



PR/086564 | Administrative Assistant

Job Information

Recruiter

JAC Recruitment USA

Job ID

1517573

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

January 28th, 2025 10:35

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

RESPONSIBILITIES

Office Administration

- Handle general inquiries and greet visitors.
- Maintain office and kitchen supplies.
- Manage conference room schedules.
- Coordinate meetings, events, and travel arrangements.
- Assist with administrative tasks and expense processing.
- Update office asset lists and assist with invoice payments.

System and IT Support

- Provide IT helpdesk support and escalate issues.
- Maintain computer and network security.
- Perform routine maintenance on office tech.
- Manage IT onboarding/offboarding.
- Keep IT inventory updated and prioritize projects.

Other & Miscellaneous

- Perform special projects as assigned.
- Care for office plants and manage snack inventory.
- Maintain ethical standards and good communication.
- Ensure a clean and safe working area.

REQUIREMENTS

- Minimum 3+ years of office administration at a corporate level of environment.
- IT-related assistance or support including any other system experience.
- Excellent written and verbal communication skills in English and Excel.
- Versatile ability as an office generalist and working independently and being proactive.
- Excellent time management skills and the ability to prioritize work.
- High proficiency in the use of technology, especially office computers, software, system, and equipment.

SALARY

Salary should be stated as an annual range (e.g., USD 60,000 - 70,000).

We sincerely apologize, but due to a high volume of applicants, only those who successfully pass the initial screening will be contacted. We truly appreciate your understanding.

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Company Description