




【MNC | Use your language skills】 Office administrator  Exclusive job

Over 32 Locations Globally

## Job Information

### Hiring Company

[TransPak Japan GK](#)

### Job ID

1521836

### Industry

Electronics, Semiconductor

### Job Type

Permanent Full-time

### Location

Chiba Prefecture, Ka-shi Wa-shi

### Train Description

Tsukuba Express, Kashiwa Tanaka Station

### Salary

3 million yen ~ 4 million yen

### Salary Bonuses

Bonuses paid on top of indicated salary.

### Refreshed

April 3rd, 2025 05:00

## General Requirements

### Minimum Experience Level

Over 1 year

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Other Language

Chinese (Mandarin) - Business Level

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

### Who We Are:

Originally founded in Silicon Valley, USA in 1952, we've been a private, family-owned and operated business since 1969. We are humbled by the long-term relationships with our customers, earned through the packaging solutions we offer, including design, engineering, testing, manufacturing, and fulfillment of custom and stock packaging

Job Title: Office administrator - Transpak Japan

**Job Summary:**

We are looking for an organized and proactive Office administrator to assist with the daily operations of our office in Japan. This role will involve managing administrative tasks and supporting human resources functions to ensure a productive and positive workplace.

**Annual Salary:**

3 million to 4 million Japanese yen.

**Responsibilities and Duties:**

- 1.Coordinate office events, meetings, and travel arrangements.
  - 2.Provide administrative support to senior management and assist with projects.
  - 3.Handle correspondence, phone calls, and emails professionally.
  - 4.Sourcing local Japanese suppliers for our customers in Japan.
  - 5.Sourcing overseas materials from China and Taiwan for manufacturing purposes.
  - 6.Perform tasks assigned by the manager as needed.
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Required Skills

**Requirements:**

- 1.A bachelor's degree in business administration, Office Management, or a related field is preferred.
  - 2.Proven experience in administrative, sourcing, or office support roles.
  - 3.Strong organizational and multitasking skills with attention to detail.
  - 4.Proficiency in handling office software and tools, such as MS Office.
  - 5.Business level for both Japanese and Chinese.
  - 6.Willingness to travel domestically and internationally as needed.
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Company Description