

**【総務・営業事務】 Office Admin**

ハイブリッド・ English speaking Environment

Job Information

Temp Agency

SPOTTED STAFFING Inc.

Job ID

1522080

Industry

Recruitment Agency

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

(Almost) All Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

Negotiable, based on experience ~ 5 million yen

Work Hours

10:00-18:00

Holidays

土日祝日・ Sat/Sun/Holidays、年末年始・ Year-end and New Year holidays

Refreshed

February 17th, 2025 20:18

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

【総務・オフィスマネージャー】

1. 英語力に自信がない方もぜひご相談ください

2. 年収がマッチしない場合もご相談ください

- Coordinate and organize office activities
 - Oversee stock of office supplies
 - Onboard new employees
 - Coordinate with external accountant on tax, social insurance and employment matters
 - Greet visitors at office
 - Process employee payslips and timesheets
 - Process invoices for payment
 - Send out invoices to customers
 - Coordinate inbound and outbound office mail
 - Support communication with external vendors
 - Support in scheduling meetings, restaurant reservations, interviews and transport
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Required Skills

- Experience with administrative and clerical work, including invoicing
 - Strong communication and organizational skills
 - Friendly and upbeat demeanor
 - Native level Japanese, and fluency in English preferred
 - Experience with Mac devices and Google Workspace preferred but not essential
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Company Description