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United Kingdom

**PR/117856 | Senior Administrator (Japanese Speaking, Maternity Cover)****Job Information****Recruiter**[JAC Recruitment UK](#)**Job ID**

1523414

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

April 8th, 2025 02:00

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**Job Title: Senior Administrator (Japanese Speaking)****Type: Contract (Maternity cover) until September 2025****Hours: Mon-Fri 9:00-17:00****Location: London (Hybrid working 2 days in the office)****Salary: £27,000 - £35,000**

As the Senior Administrator, on a daily basis, you will work with multiple stakeholders (IT support vendor & our customer) in the UK, Europe, Middle East & Africa and Japan. The role will involve managing and tracking daily transactions of IT services and equipment which will be sent to various customers.

IT Administration

- Produce IT service quotations with accurate costings for various customers.
- Issue IT service contract to customers.

- Order IT hardware, software, licenses, stationery and devices from vendors for customers in line with contractual requirements.
- Follow different internal processes for each different customer and obtaining the necessary approvals from management.
- Manage the renewal of customer contracts and service agreements.
- Confirm the request from a user in workflow system.

Finance Administration

- Log all purchase orders, delivery notes and invoices into SAP.
- Gain all the necessary approvals before issuing payments.
- Reconcile all delivery notes with invoices.
- Chase payments for any overdue for invoices.
- Prepare actual costs per project for managers to review against budgets.
- Manage fixed assets for some specific items by liaising with internal accounts department.

General Administration

- Arrange team meetings on a regular basis and keeping a record of actions, tasks and documentation.
- Manage the internal IT process for joiners and leavers in the team.
- Support colleagues at annual conference in London office with attendees.
- Arrange accommodation for business travellers in the team.
- Manage department documentation and filing.

Qualifications:

Preferred

- A Levels or Degree.
- Bookkeeping or Accounts qualifications.

Skills:

Essential

•Fluent in written and spoken English and Japanese

- Professional use of MS Office in particular the ability to write basic formulas in Excel and to create presentations in Power point.
- The ability to process a large amount of numerical data.
- The ability to work under pressure to deal with large volume of invoices and delivery notes.
- The ability to adapt to different situations with smooth communication for both internal and external stakeholders.
- To be results focussed to complete tasks to daily and month end deadlines.
- The ability to manage the task (priority/deadline/status) considering the sequence and how it relates to different stakeholders.
- The ability to be accurate and to cross reference information such as comparing the invoice to the actual delivery note.

6.EXPERIENCE

- Previous experience administrating many various processes with multiple users.
- The ability to analyse numbers on spreadsheets and prepare reports.
- Customer service background and can be flexible for administration work.
- Finance background – Basic bookkeeping skill such as GL account basic and Debit/Credit concept is essential.

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Company Description