



## 【Administrative Assistant】

### Silicon Valley Startup!

#### Job Information

**Recruiter**

SPOTTED K.K.

**Hiring Company**

Silicon Valley Startup!

**Job ID**

1457045

**Industry**

Software

**Company Type**

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

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Contract

**Location**

Tokyo - 23 Wards, Shibuya-ku

**Salary**

Based on hourly rate

**Hourly Rate**

1600

**Work Hours**

40 hours per week

**Holidays**

Every weekend and national holidays

**Refreshed**

May 21st, 2025 05:00

#### 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

### Summary

Our client is looking for an Administrative Assistant to support their day-to-day activities, this person will be in charge of overall administration and office management tasks (Including assisting executives). They have a very beautiful office with lots of friendly people from all over the world, this is a great opportunity for someone that wants to be part of an international and highly innovative company.

### Responsibilities:

- General support including schedule management and coordination of executive members and expense processing operations
  - Coordination work with parent company and related companies
  - Telephone and visitor correspondence
  - Arranging meeting rooms
  - Arranging and supporting domestic and international business trips for executives and team members
  - Organizing and coordinating company events
  - Inventory management and purchase of office supplies
  - Receiving and sending mail and parcels
  - Office organization and neatness
  - Other general affairs
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## Required Skills

### Required Skills & Experience

- Experienced Executive Assistant, Office Management or General Affairs.
- Intermediate English proficiency
- Those who can proactively engage in support work for executive members and team members
- Able to work brightly, flexibly, and politely in a fast-paced and ever-changing environment.
- Demonstrate high communication skills and be able to proactively make proposals, pose problems, and solve problems.
- Able to carry out duties responsibly.
- Have the ability to take action to understand and learn business on their own initiative.
- Those who can use Office (Excel, Word, PowerPoint)

### Conditions:

勤務地:東京都渋谷区

勤務形態:フルタイムのオフィス勤務

勤務時間: 9:00 – 18:00

休日:土・日、祝祭日、年末年始

初回契約期間: 3 か月、その後更新あり

時給 : ~1600円

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