



## Administrative Assistant/Sales Support | 営業事務 【英語ビジネスレベル必須】

エグゼクティブリーダーと共に多くの国際的な活動、会社の成長戦略に携わる事が出来る

### Job Information

#### Hiring Company

[AINEO Networks](#)

#### Job ID

1459665

#### Industry

Software

#### Company Type

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

#### Non-Japanese Ratio

Majority Non-Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

4 million yen ~ 6 million yen

#### Refreshed

June 16th, 2026 10:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level (Amount Used: English usage about 25%)

#### Minimum Japanese Level

Native

#### Minimum Education Level

High-School

#### Visa Status

Permission to work in Japan required

### Job Description

#### Job Summary:

With the increased volume of business and partnerships at AINEO Networks, we are now looking for a bright driven individual to join the the team to directly work alongside our Managing Director at our Tokyo office. Given that AINEO is a growing venture company, this role will have administrative, personnel and talent management coordination, accounting, and corporate communication elements in the scope of work. As such, the future personal growth possibilities are wide open.

In short, AINEO is looking for a bright, quick, and flexible person with some administrative experience or organizational skill to join our team in Tokyo.

**Job Responsibilities:**

- Providing secretarial and administrative function for MD's day-to-day operations
- Update company and service blogs and websites (announcements, articles, business updates)
- Procurement of office supplies including stationery, equipment, etc.
- Support finance team in managing accounts payable/accounts receivable to report back to MD
- Work closely with MD to improve operations, marketing, and set growth goals
- Manage and organize MD's business and personal agendas including:
  - Liaise and relay incoming contacts (phone, messages) for MD
  - Accurately and comprehensively take notes at executive meetings
  - Plan travel, flights, accommodation and ground transportation
  - Coordinate events, appearances, and appointments
  - Draft correspondence such as emails and letters
  - Administration assistance on side non-profit organization (NPO) work

Not only is an Administrative Assistant well rewarded, but also has an invaluable chance to develop technical, interpersonal, and business skills, from the close involvement in the executive level agendas and international connection each week.

**Required Skills****Essential qualifications:**

You will need to love variety, be able to work independently, communicate well with others, and be organized.

- Native level Japanese (Business level English)
- Tech-savvy and experience with word processing and email programs
- Comfortable with social media and websites.
- Experience in managing schedules or projects
- Experience managing the calendar of a busy office
- Some customer service experience is nice to have, but not mandatory
- University degree or equivalent level of education not required

**Skills:**

- Strong interpersonal skills
- Active listening and good communication skills
- Proactive approach to problem-solving
- Ability to multitask
- Strong time-management and organization skills
- Outgoing, bright, quick, and flexible personality.

**Technical Skills:**

- Competent in using Windows and/or Apple OSX computers for daily adventures
- Familiarity with iOS or Android Smartphone apps
- Word, Excel, PowerPoint, (MS Office application experience)
- Understanding Business Flow and ERP is a plus

**Company Description**