



## Office Admin / Team Support Specialist - Tokyo - JPY 4.5M

### Job Information

**Recruiter**

ALBERTO K.K.

**Hiring Company**

Alberto Recruitment

**Job ID**

1487613

**Industry**

Recruitment Agency

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience ~ 4.5 million yen

**Refreshed**

April 22nd, 2026 04:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**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

**Location:** Akasaka, Tokyo

**Job Type:** Full-time

**Salary:** JPY 3.5M ~ 4.5M (based on experience)

**Company Overview:** Alberto Recruitment is a specialized recruitment firm focused on the Legal and Accounting sectors in Tokyo. We are a dedicated and passionate team based in Akasaka, committed to connecting top talent with leading firms. As a small, agile team, we pride ourselves on delivering personalized service and building lasting relationships with our clients and candidates. We are looking for a proactive Office Administrator to join our team and play a crucial role in our daily operations.

**Job Description:** As an Office Administrator at Alberto Recruitment, you will be an essential part of our team, handling a variety of administrative tasks that support our recruitment efforts. This role is ideal for someone who enjoys working in a

smaller office environment, thrives on multitasking, and takes pride in attention to detail.

**Key Responsibilities:**

- **Document Formatting:** Prepare and format resumes and documents for client submissions, ensuring they are professionally presented and tailored to client requirements.
- **Candidate Scouting & Screening:** Assist in scouting and screening potential candidates, including reviewing resumes, conducting preliminary interviews, and supporting the recruitment team.
- **Ad Hoc Requests:** Support the Managing Director with various tasks and projects as needed, including handling ad hoc requests.
- **Office Maintenance:** Help maintain a well-organized and efficient office environment, including ordering supplies, organizing files, and managing office equipment.

**Qualifications:**

- Native-level Japanese and conversational English proficiency.
- At least 2 years of working experience in an administrative or office support role, ideally within a recruitment or professional services setting.
- Excellent organizational skills and a strong attention to detail.
- Ability to work independently, prioritize tasks, and manage time effectively.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
- A team player with a positive attitude and a willingness to contribute to a supportive team environment.

**Why Join Us?**

- **Impactful Role:** Be a key player in a small, dynamic team where your contributions are valued and recognized.
- **Specialized Focus:** Work within the specialized field of Legal and Accounting recruitment in Tokyo.
- **Career Growth:** Opportunities for professional growth and development within the company.
- **Central Location:** Enjoy working in the vibrant area of Akasaka, Tokyo.

**How to Apply:** If you are a detail-oriented and motivated individual excited to join a specialized recruitment firm, we would love to hear from you. Please submit your resume and a brief cover letter outlining your relevant experience and interest in this role to Ken at [ken@alberto-recruitment.com](mailto:ken@alberto-recruitment.com).

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**Company Description**