



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

March 25th, 2026 03:00

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.

Company Description