



【Bilingual Speakers Wanted!】 Administrative Officer

US Based Multinational Company

Job Information

Hiring Company

RoviSys Japan GK

Job ID

1493913

Industry

Machinery

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 27th, 2025 09:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

General characteristics

- Provide administrative support to senior leadership, manage office operations, and facilitate communication across divisions
- Proactive, detail-oriented, and able to handle competing priorities with ease
- Drive efficiency through proactive business support and office management
- Works closely with high-level executives and be part of setting up the foundations of RoviSys Japan

Responsibilities

- Facilitate communication between executives and global teams through translations
- Act as liaison for global teams during Japan visits, handling logistics like visas and accommodations

- Support employee engagement initiatives
 - Ensure compliance with corporate policies, coordinating with external agencies and vendors
 - Ensure compliance with Japan corporate, tax, accounting and employment laws by liaising with external agencies with the relevant expertise
 - Provide administrative support to all office related matters including facilities management
 - Data entry and filing of documents as needed
 - Review and reimbursement of employee expenses, purchases and vendor services
 - Facilitate accounts receivable and collection function
 - Perform basic human resource functions such as assist in the coordination of recruitment activities
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Required Skills

Qualifications

- Bilingual in Japanese (native level) and English with strong communication skills
 - Proven track record as an Administrative Assistant
 - Experience in global, matrixed organizations will be added bonus
 - Ability to adapt to ambiguity
 - Able to work independently but also a strong team player
 - Qualifications in business administration or business management
 - Possesses positive and constructive attitude
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Company Description