

Administrative Coordinator (English-Japanese Bilingual)

人事、経理業務のサポート/未経験からでもOK

Job Information

Hiring Company
Eighty Days Inc.

Subsidiary
Eighty Days Japan

Job ID
1515934

Division
Administration

Industry
Tourism

Company Type
Small/Medium Company (300 employees or less)

Non-Japanese Ratio
Majority Non-Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Train Description
Yamanote Line, Ikebukuro Station

Salary
3 million yen ~ 4.5 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Work Hours
Full time (9:00-18:00 including 1 hour lunch break)

Holidays
Saturday, Sunday and bank holiday

Refreshed
November 2nd, 2026 04:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Key Responsibilities:
1. HR Support
- Maintain and manage internal HR information and records.
- Assist employees with work visa applications and related support.
- Serve as a point of contact for internal HR-related consultations and inquiries.
- Support onboarding and offboarding processes, including necessary documentation and procedures.
- Coordinate various HR-related procedures, including health check-ups and stress assessments.
- Liaise with the occupational health physician to manage employee wellness initiatives.

2. Accounting Support
- Process and record journal entries in the accounting system.
- Manage internal cash flow and account information, ensuring timely updates.
- Support management accounting activities, such as preparing reports and tracking budgets.
- Assist with general administrative tasks related to accounting operations.

3. Administrative Duties
- Manage correspondence, filing, and data entry for both HR and Accounting functions.
- Coordinate meetings, maintain team calendars, and assist with internal communication.
- Support other tasks and projects.

Required Skills

Requirements:

- English: working proficiency (comfortable reading and speaking)
- Japanese: native-level
- Strong organizational skills and the ability to multitask effectively.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) or equivalent software.
- Excellent communication skills and a professional demeanor.

Other desirable skills:

- Experience or knowledge in HR or accounting is a plus but not required.
- High level of discretion and the ability to handle sensitive information with confidentiality.

Compensation:

- (negotiable) 250,000 – 350,000 (negotiable)/month
- Starting at 10 days holiday

Work hours:

- Full time (9:00-18:00 including 1 hour lunch break)
- Monday to Friday

- Holiday:
  - Japanese bank holidays

Company Description