




【MNC | Use your language skills】 Office administrator  Exclusive job

Over 32 Locations Globally

Job Information

Hiring Company

[TransPak Japan GK](#)

Job ID

1521836

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Chiba Prefecture, Ka-shi Wa-shi

Train Description

Tsukuba Express, Kashiwa Tanaka Station

Salary

3 million yen ~ 4 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

July 17th, 2025 09:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Other Language

Chinese (Mandarin) - Business Level

Mandarin not required but would be a plus

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Who We Are:

Originally founded in Silicon Valley, USA in 1952, we've been a private, family-owned and operated business since 1969. We are humbled by the long-term relationships with our

customers, earned through the packaging solutions we offer, including design, engineering, testing, manufacturing, and fulfillment of custom and stock packaging
Job Title: Office administrator - Transpak Japan

Job Summary:

We are looking for an organized and proactive Office administrator to assist with the daily operations of our office in Japan. This role will involve managing administrative tasks and supporting human resources functions to ensure a productive and positive workplace.

Annual Salary:

3 million to 4 million Japanese yen.

Responsibilities and Duties:

- 1.Coordinate office events, meetings, and travel arrangements.
- 2.Provide administrative support to senior management and assist with projects.
- 3.Handle correspondence, phone calls, and emails professionally.
- 4.Sourcing local Japanese suppliers for our customers in Japan.
- 5.Sourcing overseas materials from China and Taiwan for manufacturing purposes.
- 6.Perform tasks assigned by the manager as needed.
7. Work with materials management.
8. Identify and resolve production issues, and take necessary corrective actions.
9. Prepare and analyze production reports.

Required Skills**Requirements:**

- 1.A bachelor's degree in business administration, Office Management, or a related field is preferred.
- 2.Proven experience in administrative, sourcing, or office support roles.
- 3.Strong organizational and multitasking skills with attention to detail.
- 4.Proficiency in handling office software and tools, such as MS Office.
- 5.Business level for both Japanese and Chinese.
- 6.Willingness to travel domestically and internationally as needed.

Company Description