



PR/117938 | Office Manager (Japanese Speaking)

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1538383

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

May 1st, 2025 20:19

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Office Manager (General Affairs, HR, Accounting)**Salary:** GBP 35K-40K**Location:** Hertfordshire (Onsite, but can work from home 1 day a week)**Hours:** Monday to Thursday 8:00-16:30, Friday 8:00-16:00**Job Type:** Permanent, Full time**Responsibilities:**

- Manage the smooth execution of general administration duties, provide information to superiors and improve work
- Manage the practical implementation of general administration duties (general administration, accounting and human resources departments) , work with consultants and accounting firms

- Update and create new internal forms (regulations, etc.)
- Based on instructions from superiors, collect information to support decisions in general administration duties and facilitate the implementation of decisions by superiors.

Requirements:

-Fluent English, Native level of Japanese

-5 years' experience in Office Manager or similar role.

- General computer skills (ability to prepare documents using Microsoft Office software).
- Ability to multi-task, organise, be efficient, accurate and able to fulfil job responsibilities in a fast-changing environment.
- Ability to communicate smoothly both orally and in writing internally and externally.
- Positive creativity (e.g. new and improved proposals) and willingness to improve.

* Candidates must have right to work in UK, no visa sponsorship available

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Company Description