



PR/118046 | PA & Office Administrator

Job Information

Recruiter
[JAC Recruitment UK](#)
Job ID

1543976

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

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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

Title	PA & Office Administrator
Location	London Central, hybrid
Hours of work	Full-time
Gross salary	£32-35,000 / year
Perm / Temp	Permanent

Responsibilities of the role

General Affairs Tasks (50%)

Facilities Management

Health & Safety Management

Liaison with external suppliers e.g.:

- Office cleaning company
- Electrician regarding lighting system
- Office desk phones engineer
- SECOM office alarm
- PAT testing company (annual)

Contract Maintenance / Contract Renewals

- Mobile phones (annual review)
- Office landline phones
- Cleaning company
- Office photocopier
- Water filter unit

Stationery & Others

- Monthly stationery orders
- Ordering of business cards, physical & e-Christmas cards
- Monthly Nespresso coffee capsule orders
- Weekly milk delivery

Dealing with couriers (receiving deliveries & arranging collections)

Admin invoices checking (including direct debits)

Supporting the organisation of annual regional conferences

Occasionally preparing the meeting room for VIP guests' visits

HR-Related Tasks (30%)

Employee support:

- company car management, including insurance
- Maintenance and annual data extraction from workflow system. Management of employees' workflow system queries

- Preparing visa invitation letters for operating companies to visit the UK
- Annual update of the EMEA Group's operating companies' working calendar in Excel

- Monthly snack ordering for employees
- Organising and hosting social events, mainly Christmas party

Operating companies support:

Employee well-being:

Preparing for new joiners / leavers:

- Setting up / de-activating access fob
- Support IT in preparation for mobile phone:
 - Place order for handset
 - Activate new SIM card & number
- Organising & hosting (virtual) leaver farewell session
- Confirming receipt of company items from leavers

Personal Assistant to Senior Management (20%)

- Business trip booking / transport management / scheduling
- Monthly expenses management on behalf of senior management
- Invoice processing related to management expenditure
- Any other personal assistant support, as required

Experience & Skills

Essential Criteria:

- English and Japanese
- Intermediate level Word & Excel skills
- Administrative experience in a UK based company
- Experience working for a multi-national company

Person Specifications

- Strong sense of responsibility
- Proactive, always thinking one step ahead
- Able to work within tight deadlines
- Have excellent attention to detail, especially in Excel
- Excellent communicator (good at explaining the background to a situation / request)
- Excellent at feeding back to supervisor / line manager
- Excellent interpersonal skills
- A good team player

Company Description