



PR/086836 | Operations Assistant

Job Information

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

1552539

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 13:00

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 SUMMARY

A Japanese food trading corporation is seeking an Operations Assistant to join their team. This role involves front desk and administrative support, customer service, data entry, basic accounting, and cross-departmental coordination, with flexibility to handle various tasks and company events.

RESPONSIBILITIES

- * Front Desk & Customer Service: Greet visitors, assist will-call customers, answer and direct phone calls.
- * Administrative Support: Operate office equipment, manage calendars, schedule appointments, and order office supplies.
- * Clerical & Documentation: Maintain business licenses, contracts, and insurance records; assist with filing, typing, and preparing documents.

* Cross-Departmental Support: Assist Sales, Purchasing, Accounting, and Warehouse teams with data entry, order processing, inventory tracking, and customer service.

* Accounting Assistance: Perform basic bookkeeping, handle A/R and A/P, process invoices and receipts, and review billing documents for accuracy.

* Other Duties: Attend company events, support management as needed, and perform additional tasks as assigned.

QUALIFICATIONS

* Bachelor's Degree in Administration or other related field preferred.

* 1-3 years of experience in office administration preferred.

* Knowledge of Microsoft Business Central, SAP or other ERP systems

* Availability to participate ERP training in Dallas for 2 weeks

* Basic level Japanese preferred – read/write/speak/listen.

* Maintain a positive attitude.

* Ability to work independently and efficiently as a team.

* Ability to adapt to frequent changes in assignments and workload.

BASE SALARY USD50,000-62,500 (DOE)

LOCATION El Monte, CA

WORK STYLE Onsite

#LI-JACUS #LI-US #countryUS

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Company Description