



PR/086841 | IT Support & Administrative Assistant

Job Information

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

1552543

Industry

Amusement, Entertainment

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

IT Support & Administrative Assistant (Hybrid in Culver City, CA)

A famous entertainment company is looking for a detail-oriented and proactive Administrative Assistant & IT Support to support administrative and network operations in our Culver City office. This hybrid role requires strong organizational skills and the ability to manage multiple responsibilities across IT support and general office administration.

RESPONSIBILITIES

IT Support:

- Provide IT helpdesk support and escalate issues.
- Network maintenance and basic IT troubleshooting

- Maintain computer and network security.
- Perform routine maintenance on office tech.
- Manage IT onboarding/offboarding.
- Keep IT inventory updated and prioritize projects.
- Communicate with IT vendors
- Coordinate with the Japan team

Office Administration:

- Handle general inquiries and greet visitors.
- Answering phone calls and greeting visitors
- Maintain office and kitchen supplies.
- Manage conference room schedules.
- Coordinate meetings, events, and travel arrangements.
- Assist with administrative tasks and expense processing.
- Update office asset lists and assist with invoice payments.
- Maintain ethical standards and good communication.
- Office supplies management
- Facility and office environment oversight

REQUIREMENTS

- Minimum 1 year of office administration at a corporate level of environment.
- IT-related assistance or support including any other system experience.
- Excellent written and verbal communication skills in English and Excel.
- Versatile ability as an office generalist and working independently and being proactive.
- Excellent time management skills and the ability to prioritize work.
- High proficiency in the use of technology, especially office computers, software, system, and equipment.
- Japanese language skills preferred

SALARY & BENEFIT

- USD 50,000 - 60,000 DOE
- Comprehensive health benefits
- Employment Type: Non-Exempt
- Hybrid in Culver City, CA (Work Schedule: 4 days in-office, 1 day remote per week)
- This role is NOT visa sponsored

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Company Description