



## PR/086841 | IT Support & Administrative Assistant - Japanese Bilingual

### 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**

January 20th, 2026 12:01

### General Requirements

**Minimum Experience Level**

Over 1 year

**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 - Japanese Bilingual (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.
- Japanese language skills
- 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.

#### 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