



PR/118194 | Office Admin Assistant (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment UK

Job ID

1557750

Industry

Retail

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 03:00

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

JOB TITLE: Office Administrative Assistant

LOCATION: Central London

REPORTING TO: Manager

EMPLOYMENT TYPE: Full-time (37.5H)/ Permanent

Job Summary

We are looking for a highly organized and proactive Office Administrative Assistant to support the smooth daily operations of our London offices. This role involves general office management, coordination with internal and external stakeholders, and contributing to a positive and efficient workplace environment.

Key Responsibilities

- Manage daily office operations to ensure efficiency and organization.
- Supervise and support the receptionist's daily tasks.
- Report and follow up on issues related to office equipment, facilities, and security with relevant teams.

- Monitor and manage office-related budgets and purchasing processes.
- Handle procurement of office supplies and ensure budget compliance.
- Coordinate building access and visitor passes.
- Maintain office cleanliness and ensure adherence to office policies.
- Liaise with cleaning services for regular and ad hoc cleaning needs.
- Distribute internal communications related to office matters.
- Manage meeting room bookings.
- Communicate with global offices and external partners as needed.
- Ensure compliance with internal policies and external regulations.
- Perform other administrative tasks as assigned.

Executive Support

- Manage a senior executive's calendar across multiple time zones.
- Arrange travel logistics including flights, accommodation, and transportation.
- Assist in preparing materials for meetings.
- Handle monthly expense claims (credit card and cash).
- Support with legal document handling and correspondence.
- Track international travel days for tax reporting purposes.
- Provide ad hoc support as required.

Requirements

- Proven experience in office administration or a similar role.
- Strong organizational and multitasking abilities with attention to detail.
- Friendly, approachable, and professional demeanor.
- Ability to build trust across all levels of the organization.
- Self-motivated, adaptable, and proactive.
- Discretion in handling confidential information.
- Strong problem-solving skills and ability to work independently.

Desirable Skills

- Experience in general affairs or corporate admin in an international setting.
- Excellent communication and interpersonal skills.
- Familiarity with budget and procurement processes.
- Fluent level of Japanese & English mandatory
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams).
- Professional appearance and attitude.
- Ability to work independently with minimal supervision.
- Strong task prioritization and time management skills.

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Company Description