

Michael Page

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【Admin Specialist】 Hybrid work style**【Admin Specialist】 Hybrid work style****Job Information****Recruiter**

Michael Page

Job ID

1559566

Industry

Software

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 7 million yen

Refreshed

September 25th, 2025 17:31

General Requirements**Career Level**

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

The Admin Specialist in the Japan office plays a central role in ensuring smooth daily operations while supporting both administrative and cross-functional processes in a fast-paced, growth-oriented environment. The ideal candidate is detail-oriented, communicates clearly, and can efficiently manage multiple tasks to help the team stay organized, productive, and ready to grow.

Client Details

This Japan office is part of a global IT services provider specializing in supporting enterprises with their digital transformation. The company offers a comprehensive suite of IT solutions, including information security, cloud computing, IT infrastructure, backup solutions, and Microsoft 365 integration. Their approach emphasizes flexibility and scalability, helping businesses move from traditional IT procurement models to agile, subscription-based services.

Description

- Handle daily administrative tasks such as document filing, data entry, and managing office supplies to ensure smooth operations.
- Oversee warehouse operations, including inventory management and periodic asset checks.
- Manage office visitor arrangements and assist with meeting room scheduling.

- Efficiently manage communications, with a focus on supplier management, and perform administrative tasks typically associated with a receptionist, including handling emails, phone calls, and correspondence.
- Provide logistical support for projects and events, assisting with planning, execution, and evaluation to ensure successful outcomes.

Job Offer

- Career growth opportunities within a fast-growing international company.
- Comprehensive training programs covering IT knowledge, business development, and soft skills.
- Work-from-home flexibility after probation (per company policy).
- Mobile allowance.
- Flat organizational structure, flexible culture, and results-oriented environment.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

Required Skills

- Native-level Japanese speaking with business-level English.
- Prior experience in an administrative or support role is advantageous.
- Ability to act as a liaison between different levels of the organization and external parties.
- Detail-oriented with strong problem-solving skills; capable of managing schedules and logistics.
- Strong interpersonal skills with the ability to work effectively both independently and as part of a team.
- Demonstrated ability to handle sensitive information with discretion and maintain confidentiality.

Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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