



## CR/118238 | Office Administrator (Japanese speaking)

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1560937

**Industry**

Civil Engineering and Construction

**Job Type**

Contract

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

February 10th, 2026 03:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Basic

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

- ・ 場所：セントラルロンドン
- ・ 会社：日系不動産
- ・ 勤務形態：週5出勤
- ・ 勤務時間：9:00-17:00

**▼ 業務内容**

- ・ 来客対応
- ・ 定期購読
- ・ オフィス備品の手配
- ・ 資料作成サポート
- ・ 出張手配
- ・ 日本とのやり取りも発生する可能性あり

▼ 期間

- ・ 無期限

▼ 言語

- ・ 日本語
- ・ ビジネス英語

▼ ご経験

- ・ 一通りの庶務業務が可能な方
- ・ PPT・Excel・Word使用可能な方

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## Company Description