

# 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

December 2nd, 2025 11:01

### 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