



## 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

October 7th, 2025 11:38

## General Requirements

## Career Level

Mid Career

## Minimum English Level

None

## Minimum Japanese Level

None

## 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

- ・ 1年～1年半想定

▼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

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

---

## Company Description