



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 30th, 2025 13:00

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