



PR/118282 | Business Support Coordinator

Job Information

Recruiter

JAC Recruitment UK

Job ID

1564970

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

November 11th, 2025 10:57

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

UK Head Office

Full time position

Salary: 30-40K GBP

About The Role

- Support Manager with timely administration tasks
- Translating English documents to Japanese.
- Prepare documents and invoices
- Answer phone calls, respond to emails, handle correspondence on behalf of the team.

- Maintain correct contact information in database
- Assist with event organization, including team events and seasonal parties.

Skills and Qualifications

- Minimum 1 year administration experience
- Strong communication skills
- Proficient with MS office packages, (Excel, Word, Outlook)
- Strong team player
- Fluent in Japanese, written and verbal
- Attention to detail and high level of accuracy

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Company Description