



【内神田、スタアロ】Accounting and Administration Staff ～ Manager

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Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

非公開

Job ID

1565655

Industry

Medical Device

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】入社7ヶ月目には最低10日以上 【休日】週休二日制 土 日 祝日 年末年始 有給休暇は4月1日に付与されます *
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Refreshed

January 8th, 2026 22:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2334619】

Accounting and Finance

- ・ Handle accounts payable/receivable payments and expense reimbursements.
- ・ Manage monthly and annual closing processes in coordination with the external tax accountant.
- ・ Support audit and tax filing processes ensuring accuracy and timely submissions.
- ・ Prepare local management reports aligned with corporate accounting policies.

Administration and General Affairs

- Manage vendor and office contracts renewals and compliance documentation.
- Handle social insurance and labor related submissions.
- Support HR documentation and payroll coordination with external service providers.

Logistics and Operations Support

- Coordinate import/export activities for medical devices demo systems and parts.
- Collaborate with customs brokers freight forwarders and logistics agencies.
- Troubleshoot customs clearance issues and negotiate with agencies.
- Maintain shipment records and ensure smooth communication with internal and external stakeholders.

Cross Functional Collaboration

- Provide administrative and financial support for sales and marketing events (such as exhibitions and product demonstrations) .
- Coordinate with legal counsel for contract drafting and compliance matters.
- Support intercompany documentation and accurate ERP recordkeeping.

Required Skills

- Minimum 3 years of experience in accounting or administration.
- Knowledge of Japanese accounting and tax regulations.
- Proficiency in Microsoft Excel Word and general business software.
- Strong English reading and writing skills (business conversation level preferred) .
- Experience in import/export documentation and customs procedures (an Advantage)
- Familiarity with IFRS and global company reporting structures (an Advantage)

Company Description

ご紹介時にご案内いたします