



PR/087071 | Assistant Office Manager

Job Information

Recruiter

JAC Recruitment USA

Job ID

1569193

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

February 24th, 2026 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

The Assistant Office Manager plays a key role in ensuring smooth office operations and maintaining a productive work environment. This position involves managing daily administrative tasks, overseeing staff training and attendance, supporting recruitment efforts, and contributing to process improvements.

RESPONSIBILITIES

- Oversee daily office operations, including handling sales and purchase orders
- Conduct new hire training and orientation
- Manage attendance, overtime, and address disciplinary issues when needed
- Coordinate communication between sales, logistics, and office staff

- Lead inventory processes, data entry, and resolve discrepancies
- Assist with recruitment and interviews for office positions

REQUIREMENTS or QUALIFICATIONS

- Knowledge of office administration and HR practices
- Strong communication and team-building skills
- Proficiency in English (reading, writing, speaking)
- Authorized to work in the U.S.; pre-employment drug testing required

SALARY USD 26.00-34.50

LOCATION Honolulu, HI

WORK STYLE Onsite

BENEFITS

- Life & accident insurance
- Pet Insurance
- 401(k) with company matching
- Paid time off
- Wellness program and EAP assistance and much more!

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Company Description