



アメリカの求人なら  
JAC Recruitment USA

## 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**

January 13th, 2026 13:00

### 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