

Michael Page

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ビジネスサポート担当（未経験歓迎！）

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Job Information

Recruiter

[Michael Page](#)

Job ID

1572505

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7.5 million yen

Refreshed

January 15th, 2026 14:49

General Requirements

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

This Administrative Specialist role is ideal for junior candidates who are eager to build a long-term career in business operations, administration, and corporate support.

You will work closely with management and multiple departments, gaining exposure to office management, project coordination, and internal operations in a growing company environment.

企業情報

A fast-growing renewable energy developer based in Tokyo, operating in the Japanese market with strong backing from global investors. The company is involved in the development and management of clean energy projects and is building a high-performing, international team to support its expansion.

This is an exciting opportunity to join a mission-driven organization at an early stage and gain hands-on experience across a wide range of business operations.

職務内容

- Provide daily administrative and office support
- Assist with scheduling, document preparation, and internal coordination
- Help manage office supplies, vendors, and general office operations
- Support internal events, meetings, and onboarding of new employees
- Handle basic communication with external partners and service providers
- Assist with special projects and ad-hoc tasks as assigned

条件・待遇

- Broad exposure to business operations in a professional environment
- Learn directly from senior team members and management
- Build transferable skills in administration, coordination, and communication
- Clear growth path as the company expands
- Supportive, collaborative, and international workplace culture

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

Required Skills

- Open to junior candidates and recent graduates
- Strong interest in business operations and administration
- Good communication skills (Japanese required; basic English is a plus)
- Organized, proactive, and eager to learn
- Comfortable working with basic office software (Excel, Word, email, etc.)

Company Description

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