



Office & Finance Assistant

Hybrid role (2 days in Tokyo office)

Job Information

Hiring Company

Custom Media K.K.

Subsidiary

Custom Media KK

Job ID

1574515

Division

Finance & Administration

Industry

Advertising, PR

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line, Kamiyacho Station

Salary

3.5 million yen ~ 5 million yen

Work Hours

9:30am - 6:30pm, Monday to Friday

Holidays

Saturdays and Sundays, National Holidays and Paid Vacation

Refreshed

March 20th, 2026 14:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

Custom Media is an award-winning integrated marketing agency based in central Tokyo. We are seeking a reliable, detail-oriented, and proactive Finance & Office Assistant to support our financial operations and office administration.

This is a hybrid role suited to someone who enjoys variety, takes ownership of their work, and can manage both numbers and day-to-day office coordination with confidence.

The Job:

This position supports both finance operations and office/administrative functions. The role is hybrid, requiring at least two days per week working from our Kamiyacho office.

The ideal candidate will be a native Japanese speaker with a good command of English and over three years of office administrative experience.

Job Description:**Key Responsibilities****Finance & Accounting Support**

- Manage **Accounts Payable and Accounts Receivable**, including:
 - Processing vendor invoices and payments in coordination with our outsourced accounting partner
 - Issuing and processing client invoices
- Assist with **bank and account reconciliations**
- Handle **staff expense claims** and manage petty cash reporting
- Provide general administrative support to the finance function, including filing, documentation, and responding to internal inquiries
- Support day-to-day financial operations as needed

Office Administration & HR Support

- Manage incoming and outgoing communications, including phone calls and postal mail
 - Maintain office supplies inventory and coordinate ordering
 - Support **HR-related administration**, including:
 - Coordinating onboarding processes for new hires
 - Liaising with the outsourced accounting firm on HR documentation (health insurance, pension, etc.)
 - Assisting foreign employees with visa-related document preparation
 - Run office-related errands when required (e.g., bank, tax office, law office)
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Required Skills**Experience & Education**

- Bachelor's degree
- **3+ years of relevant experience** in finance administration, office administration, or a similar role
- Experience working in a **multicultural environment** is highly valued

Skills & Competencies

- **Language:** Native Japanese fluency is essential, with a good command of English
- **Organization & Accuracy:** Strong attention to detail, excellent numeracy, and the ability to prioritize and manage multiple tasks
- **Technical Skills:**
 - Proficiency in Microsoft Office and Google Workspace
 - Strong Excel skills (VLOOKUPs and Pivot Tables are a plus)
 - Experience using accounting software
- **Work Style:**
 - Proactive, flexible, and quality-oriented
 - Able to work independently while collaborating effectively with the team
 - Positive and constructive under pressure

Team Fit

- A collaborative team player who is open to feedback and willing to share ideas
 - Professional, dependable, and service-minded
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Company Description