IT Back Office Assistant

Work for an international company!

Job Information

Recruiter
Skillhouse Staffing Solutions K.K.

Job ID
1575373

Industry
Other (IT, Internet, Gaming)

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

Salary
4 million yen ~ 6.5 million yen

Work Hours
09:00 - 18:00 Mon-Fri Hybrid (2-3 days in office, other WFH)

Holidays
土曜、日曜、祝日、年末年始、有給休暇、その他特別休暇など

Refreshed
February 17th, 2026 07:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation

Minimum Japanese Level
Fluent

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

A Global Real estate firm looking for an IT Back Office Assistant. You will be responsible for a wide range of administrative tasks within the IT department, including budget vs. actual management, contract management, IT asset ledger management, and the entire process from purchasing to inspection and payment processing. This is a key position that

supports organizational operations through accurate data management and smooth internal coordination. In addition, effective communication in a global environment is required.

Responsibilities
- IT budget management (data organization, variance analysis, IT cost detail management)
- Contract management (renewal tracking, reconciliation)
- IT asset and ledger management (inventory control, audit preparation)
- Purchasing to inspection and payment processing (quotation acquisition, purchase orders, invoice verification, coordination with accounting)
- Internal communication (IT, accounting, legal, and other departments)

Why should you apply:
- Opportunity to work for an exciting & international company
- Utilize Laravel knowledge to focus on Backend development
- Good base salary + transport, overtime and hybrid WFH workstyle

Company Details:
A global real estate space-sharing firm founded in 2010 with the vision to build beautiful office spaces where people and companies come together to get inspired and do their best work. Since opening our first location in New York City, we've grown into a global network of intentionally designed workspaces grounded in community. Today, we're constantly reimagining how space, technology, and community can help everyone—from freelancers to Fortune 500s—get more out of their workday.

Required Skills

- Practical experience in administrative roles (IT department, accounting, procurement etc.)
- Strong skills with Excel/Spreadsheet e.g VLOOKUP, Pivot Tables etc.
- High level of accuracy in reconciling contracts and invoices
- Knowledge of SaaS and IT terminology

Company Description