

## 【英語を活かす】管理アシスタント／マネージャー/ Admin Assistant/Manager

オンライン広告会社にて、管理アシスタント／マネージャーの求人がございます。

### Job Information

**Recruiter**

Robert Walters Japan (ロバート・ウォルターズ)

**Hiring Company**

オンライン広告会社

**Job ID**

1577434

**Industry**

Advertising, PR

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Work Hours**

お問い合わせください

**Holidays**

完全週休2日制, 土日祝日休み, 有給休暇

**Refreshed**

February 9th, 2026 13:44

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

A multinational online advertising company is looking for an Admin Assistant/Manager. The selected candidate will ensure smooth office operations while providing high-level administrative and operational support to the Country Manager.

A multinational online advertising company that works with eCommerce companies in a wide variety of markets to help them better target their advertisements.

**Keywords:**

アシスタント, サポート, 事務, オペレーション, 秘書, 求人, 外資系

Job Ref: I3GTOL

**Responsibilities:**

- Manage day-to-day office administration and operations

- Support the Country Manager with scheduling, coordination, and documentation
- Prepare, track, and analyse reports and data using spreadsheets and tools
- Oversee employee onboarding and offboarding processes
- Plan business travel, meetings, and internal and external events
- Coordinate with vendors, suppliers, and external service providers

**Requirements:**

- 1-2 years of experience in a similar role
- Professional level Japanese; fluent level written and spoken English

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**Company Description**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.