

【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

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.