



Office Manager

Energetic English speaking team

Job Information

Recruiter

SPOTTED K.K.

Hiring Company

Spotted K.K.

Job ID

1578309

Industry

Recruitment Agency

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Train Description

Hibiya Line, Tsukiji Station

Salary

4 million yen ~ Negotiable, based on experience

Refreshed

May 26th, 2026 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

SPOTTED is a bilingual executive search and staffing firm based in Tokyo, supporting multinational and high-growth companies across Japan.

We are a small, diverse, English-speaking team and are looking for a reliable and capable Office & Administration Manager to take ownership of our back-office operations.

This is a hands-on role suited for someone who enjoys organization, structure, and supporting a growing team.

Role Overview

You will be responsible for managing the company's daily administrative and financial support tasks, ensuring that internal operations run smoothly and efficiently.

This role requires strong attention to detail, solid Excel skills, and the ability to communicate confidently in both Japanese and English.

Responsibilities

Back-Office & Finance Support

- Issue and manage client invoices
- Track incoming payments and follow up when necessary
- Process vendor invoices and employee expense claims
- Maintain organized financial records (Excel / Google Sheets)
- Coordinate with external accountant on payroll, tax, and social insurance matters
- Support yearly financial reporting preparation

Administrative Management

- Manage employment contracts and documentation
- Handle onboarding and offboarding paperwork
- Maintain internal files and document organization
- Coordinate mail and courier services
- Manage office supplies and vendor relationships

Team & Office Support

- Support internal events and company activities
- Assist in planning team gatherings and incentive trips
- Schedule meetings, restaurant bookings, and travel arrangements
- Be a friendly and reliable point of contact for employees

Required Skills

• Requirements

- 3+ years experience in administration, accounting support, or office management
- Strong Excel / Google Sheets skills (comfortable with formulas, tracking sheets, basic reporting)
- Fluent-level Japanese (written & verbal)
- Business-level English (written & verbal)
- Organized, detail-oriented, and proactive
- Comfortable working in a small, entrepreneurial environment

Preferred:

- Experience in a small company or startup
- Experience handling invoices and payroll coordination
- Experience supporting bilingual teams

Working Conditions

- Full-time, permanent
- Working hours: 10:00 – 18:00
- Hybrid model: 2 days remote (depending on business needs)
- Location: Shintomicho / Tsukiji

Company Description