



【総務・営業事務】日英バイリンガル向け：Office Admin

ハイブリッド・ English speaking Environment

## Job Information

### Temp Agency

SPOTTED STAFFING Inc.

### Job ID

1578344

### Industry

Recruitment Agency

### Company Type

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

### Non-Japanese Ratio

(Almost) All Non-Japanese

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Chuo-ku

### Train Description

Yurakucho Line, Shintomicho Station

### Salary

Negotiable, based on experience ~ 5 million yen

### Work Hours

10:00-18:00

### Holidays

土日祝日・ Sat/Sun/Holidays、年末年始・ Year-end and New Year holidays

### Refreshed

February 18th, 2026 10:23

## 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

Associate Degree/Diploma

### Visa Status

Permission to work in Japan required

## Job Description

【自社採用】【総務・オフィスマネージャー】

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- Coordinate and organize office activities
  - Oversee stock of office supplies
  - Onboard new employees, including contract employees
  - Coordinate with external accountant on tax, social insurance and employment matters
  - Visit Bank, immigration Office, and other external institutions as needed
  - Greet visitors at office
  - Process employee payslips and timesheets
  - Process invoices for payment
  - Send out invoices to customers
  - Coordinate inbound and outbound office mail
  - Support communication with external vendors
  - Support in scheduling meetings, restaurant reservations, interviews and transport

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## Required Skills

- Experience with administrative and clerical work, including invoicing
- Strong communication and organizational skills
- Friendly and upbeat demeanor
- Native level Japanese, and fluency in English preferred
- Experience with Mac devices and Google Workspace preferred but not essential

## 福利厚生・その他/Employee Benefits and Others

- 社保完備
- 健康診断費用負担
- インフルエンザ予防接種補助
- 交通費
- 年次有給休暇
- 年末年始休暇
- リフレッシュ休暇

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## Company Description