



【自社採用】 総務（労務・営業事務） - 英語力も活かせるポジション

ハイブリッド・ English speaking Environment

Job Information

Temp Agency

SPOTTED STAFFING Inc.

Job ID

1583762

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 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

March 23rd, 2026 19:16

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

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】

..... 英語力に不安を感じる、という方も大歓迎です！

- 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

【補足情報】

- 出社と在宅のハイブリッド勤務ですが、業務に応じて出社比率が多くなることもございます。
- 日常会話レベルの英語力の方からの応募歓迎

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

Company Description