



PR/118528 | Administrator (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment UK

Job ID

1586615

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 12:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is looking for an Administrator in Surrey, United Kingdom.

Salary: depends on skills and experience

Full time position

The Administrator provides essential organisational and operational support to ensure the smooth and efficient running of daily business activities. This role is responsible for managing office processes, maintaining accurate records, coordinating communication across teams, and supporting managers with administrative tasks. The Administrator acts as a central point of contact for staff, clients, and external partners, ensuring high standards of professionalism and service.

Key Responsibilities

Manage day to day administrative operations, including scheduling, correspondence, and document preparation

Maintain accurate records, databases, and filing systems (digital and physical)

Handle incoming enquiries by phone and email, directing them to the appropriate departments

Support managers with meeting coordination, minute taking, and follow up actions

Process invoices, purchase orders, and basic financial documentation

Assist with onboarding new employees and maintaining HR records

Coordinate office supplies, equipment, and service providers

Prepare reports, presentations, and internal communications as required

Ensure compliance with company policies, data protection standards, and confidentiality requirements
Provide general support to colleagues and contribute to a positive office environment

Skills & Competencies

Strong organisational and time management skills
Excellent written and verbal communication
High attention to detail and accuracy
Ability to prioritise tasks and work independently
Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
Professional, approachable, and customer focused
Problem solving mindset and willingness to take initiative

(The above job description is subject to change)

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

Company Description