



## 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**

April 28th, 2026 06:00

### 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)

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## Company Description