



global financial technology company - EA/Operations Support

言語力が活かせる！(英語or中国語) 残業なし！

Job Information

Temp Agency

Randstad K.K., Professionals

Job ID

1591590

Industry

Other (Banking and Financial Services)

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Work Hours

9:30-16:30 (not much overtime), can negotiate for 8 hours work

Refreshed

June 9th, 2026 18:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Other Language

Chinese (Mandarin)

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Language Preference: Trilingual in Japanese, Chinese, English would be ideal but priorities as below.

- (1) Japanese + Chinese + can read English;
- (2) Japanese + Chinese
- (3) Japanese + English

Responsibilities:

- Take the lead in Japan by offering comprehensive business and administrative assistance to the Executive Director.
 - Be responsible for the new company structure setting up, and manage designated projects with professionalism;
 - Serve as a translator to facilitate communication between top management and local stakeholders;
 - Independently coordinate and liaise with relevant internal and external parties / organizations / banks / legal advisors.
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Required Skills

Requirements:

- Degree holder in Business Management or related discipline(s).
 - Minimum 5-year work experience, with experience in MNC(Multinational Corporation Finance) financial company is highly preferred.
 - Strong business sense, good interpersonal skills, good time management skills, well organized, ability to problem-solve, and highly responsible.
 - Proficient with Excel and Word
 - Excellent command of spoken and written in Japanese, Mandarin and English
 - Detail-minded and willing to learn
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Company Description