



Global Digital Agency - EA & Office management

在宅可能！(週2～4回)フレキシブル勤務可能！(勤務開始時間相談可)

Job Information

Temp Agency

Randstad K.K., Professionals

Job ID

1591595

Industry

Other (Consulting and Professional Services)

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Work Hours

9:30～17:30 *7時間勤務 *勤務時間帯は相談可能/ リモートワーク週2～4回可能 *水曜日は出社 *

Refreshed

May 12th, 2026 17:22

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Meetings Coordination: effectively and efficiently coordinate and manage business, client, and staff meetings, including effective and timely coordination across multiple timezones.
- Travel Arrangements: Efficiently manage all travel arrangements for our leadership staff, ensuring adherence to company's travel policies and procedures.
- Administrative Support: Offer comprehensive admin support to the executives, encompassing expense management, leave coordination, client meeting logistics, and assistance with agency presentations and meetings.

- Expense Processing: Take charge of processing business-related expenses accurately and promptly. Manage client follow-ups and maintain communication lines.
- Event Coordination: Handle the booking and organization of events and conferences, demonstrating sharp understanding of budgets, occasion, level of service according to the needs of each event.
- Calendar Management: support leadership staff with calendar management and coordination.
- Communications Management: Be the main point of contact for contractors, vendors, visitors, and guests to provide a positive and welcoming experience.
- Office Administration: Oversee the procurement, management, and monitoring of office supplies, assets, and equipment to maintain a well-functioning and well-stocked work environment, including managing inventory storage and tracking assets across the office and employees. Handle incoming and outgoing official mails and deliveries efficiently.
- Finance Management: Manage office budgets and reconcile office-related expenditures. Coordinate with the finance department for invoice processing and vendor payments.
- Time Management: Being able to manage competing deadlines and handle incoming requests from the wider group with care and professionalism. Ability to schedule meetings and travel arrangements between time zones, both interstate and internationally.
- Proactive Support: Anticipate the needs of the executives and the agency, skilfully handling conflicting priorities and ensuring that projects are completed successfully, often under tight deadlines.
- High-Pressure Environment: Demonstrate good judgment, tact, and patience in a fast-paced, high-pressure environment.
- Organisational Skills: Leverage excellent planning and organisational skills, maintaining a keen attention to detail.
- Communication: Exhibit outstanding written and oral communication skills.
- Personal Requests: Assist with personal requests during extraordinary circumstances as dictated by the business.
- Discretion and Judgment: Exercise a high level of discretion and judgment,

Required Skills

社内の公用語は英語となりますので、ビジネスレベル以上の英語が必要になります。

Company Description