
Admin/ Office Support

Utilize the Mandarin and Japanese skills

Job Information

Recruiter

IntelliPro Japan

Job ID

1595363

Industry

Internet, Web Services

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

3 million yen ~ 4 million yen

Work Hours

9:00 - 18:00

Refreshed

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General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Other Language

Chinese (Mandarin) - Fluent

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

Job Scope / Responsibilities:

This position is not a traditional Receptionist role and does not involve managing a fixed front desk or reception counter.

It is a hybrid support position that combines:

- General Administrative Support
- Light Office Management
- Basic Guest Support when necessary

Examples of responsibilities include:

- Coordinating office facilities and operations (e.g., lighting, keys, meeting room management, communication with

- building management/property management)
- Ordering and replenishing office snacks and beverages
- Handling basic documentation and internal coordination tasks

In addition:

- The role does not include Executive Assistant (EA) or Secretary-level responsibilities.
- This is a fully on-site position, requiring attendance in the office five days per week due to the company's Return-to-Office (RTO) policy.

Required Skills

Language Requirements:

The preferred language priority is:

1. Mandarin Chinese
 2. Japanese
- English proficiency is generally not a mandatory requirement.
 - This is because:
 - The direct team and reporting line primarily operate in a Chinese-speaking environment.
 - There are also many Japanese-speaking employees within the company.

Therefore, strong communication and coordination skills in both Mandarin Chinese and Japanese are considered important for this position.

Company Description