



PR/118674 | Administrator (Japanese, Italian, English speaking)

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1604845

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Italy

Salary

Negotiable, based on experience

Refreshed

July 28th, 2026 10:30

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position Overview

We are seeking an experienced administrative professional with a background in Japanese companies. The ideal candidate will have strong communication skills in Japanese, English and Italian, capable of supporting daily office operations and acting as a bridge between local teams and Japan headquarters.

Key Responsibilities

- Provide general administrative and office support within a Japanese corporate environment
- Coordinate communication between internal departments and Japan HQ
- Prepare documents, reports, and correspondence in Japanese, English, and Italian
- Support scheduling, meeting coordination, travel arrangements, and expense processing
- Assist with data entry, filing, and maintaining accurate records

- Handle inquiries from internal and external stakeholders professionally
- Contribute to smooth office operations and cross-cultural communication

Required Qualifications

- Japanese language ability
- English language ability
- Italian language ability
- Prior administrative or office support experience in a Japanese company
- Strong organisational skills and attention to detail
- Ability to work effectively in a multicultural environment
- Excellent communication and interpersonal skills

Preferred Qualifications

- Experience liaising with Japan HQ
- Knowledge of Japanese business culture and etiquette
- Proficiency in MS Office (Excel, Word, PowerPoint)

Unfortunately no visa sponsorships are available. Only shortlisted candidates will be contacted.

Looking forward to your application! Thank you.

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Company Description