



Administrative Assistant

Hybrid WFH | Flex Time | Great Benefits

Job Information

Hiring Company

[Humble Bunny KK](#)

Job ID

1605182

Industry

Advertising, PR

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

3.5 million yen ~ 4.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

フレックスタイム制（コア勤務時間は、午前11時から午後4時までです。休憩1時間を除く勤務時間を前後に追加してください。）

Holidays

週休2日制

Refreshed

August 27th, 2026 15:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

- Play a key role supporting company operations across administration, HR, finance, legal, and executive support.
- Work directly with the CEO and leadership team while coordinating with external accountants, legal advisors, vendors, and business partners.
- Use English daily in an international work environment while supporting Japanese administrative and government procedures.
- Hybrid work model with opportunities to grow into a senior operational role as the company continues to expand.

About the Role

Humble Bunny is a digital marketing agency specializing in helping global brands successfully enter and scale in the Japanese market.

We challenge the conventional belief that "Japan is a difficult market" by combining deep cultural understanding with data-driven marketing frameworks such as **LocaRISE®**, **TrueCopy**, and **TrueVP** to build repeatable systems that generate sustained business results.

As an **Administrative Assistant**, you will play a vital role in supporting the day-to-day operations of the business across administration, finance, HR, legal coordination, and internal operations. Working closely with the CEO and leadership team, you will help ensure the company operates efficiently while supporting both employees and external business partners.

This role goes beyond traditional administrative work. You will coordinate finance administration, payroll support, HR documentation, legal and compliance processes, vendor management, and company operations, ensuring that internal processes run smoothly and efficiently while enabling the wider team to focus on delivering outstanding results for our clients.

As Humble Bunny operates primarily in English, you'll use English on a daily basis for internal communication, documentation, and collaboration. Japanese is essential for handling government procedures, employee documentation, and domestic administrative matters, making this an ideal opportunity for a bilingual administrative professional looking to grow within an international company.

If you would like to learn more about the company or get a better idea of what it would be like to work here after joining, please also take a look at the following link:

<https://bit.ly/hb-recruit-deck-jb>

Key Responsibilities

Finance Administration

- Prepare and issue monthly client invoices
- Track accounts receivable, payment due dates, and outstanding invoices
- Process inbound payment confirmations and coordinate outbound vendor payments
- Maintain financial administration records and supporting documentation

Payroll & HR Administration

- Review payroll information with external accountants
- Process employee transportation expenses, reimbursements, and business trip allowances
- Coordinate bonus administration and salary payment schedules
- Prepare employment certificates and support employee documentation requests

Legal & Compliance Coordination

- Coordinate with external legal advisors when required
- Manage NDAs, contracts, and company documentation
- Support visa, permanent residency, and other employee administrative procedures
- Maintain company compliance documentation and records

Company Operations

- Organize financial, legal, and operational documents
- Manage internal administrative systems and company records
- Schedule recurring operational meetings and support leadership activities
- Assist in updating company policies, staff manuals, and internal documentation

What Makes This Role Unique

- Broad operational role spanning administration, HR, finance, legal, and business operations
- Work directly with the CEO and leadership team with visibility across the entire business
- Daily use of both English and Japanese in an international company
- High level of ownership with opportunities to improve internal processes and operations
- Clear career progression from Administrative Assistant to Administrative Specialist

Location**Shibuya, Tokyo (Hybrid work model)**

- Hybrid work model
- 3 days remote per week
- Subject to change
- Depending on business needs, performance, or company initiatives, additional office days may occasionally be required.

Compensation**Annual Salary: ¥3.8 Million – ¥4.6 Million**

- Performance-based salary increases and bonuses available
- Clear evaluation and promotion system in place

Working Conditions

- Flexible working system (Core hours: 11:00 AM – 5:00 PM)
- Average working time: approx. 40 hours per week
- Hybrid work model (up to 3 days remote per week)
- Office location: Shibuya area, Tokyo
- Up to 2 months per year fully remote (Nomad Work option available)

Holidays & Benefits

- Two-day weekend system (Saturday and Sunday)
- Paid leave (encouraged usage / effectively flexible system)
- Side work permitted
- Full social insurance coverage
- Career development support programs

Required Skills**Minimum Requirements****Administrative Experience**

- 1+ years of experience in administration, operations, HR, finance, executive support, or a related role
- Experience managing multiple administrative tasks simultaneously with excellent attention to detail
- Strong organizational and time management skills
- Proven ability to prioritize work and meet deadlines in a fast-paced environment
- Experience handling confidential information with professionalism and discretion

Finance & Operations

- Experience supporting invoicing, payroll, accounting, procurement, or general business administration
- Comfortable working with spreadsheets, documents, and administrative systems
- Ability to maintain accurate records and organize business documentation
- Experience coordinating with external vendors, accountants, or business partners is an advantage

Communication

- Excellent written and verbal communication skills
- Experience coordinating with both internal and external stakeholders
- Strong organizational and follow-up abilities
- Professional and service-oriented communication style

Business Skills

- Highly organized with strong attention to detail
- Ability to identify problems and proactively improve processes
- Able to work independently while managing multiple priorities
- Strong sense of ownership, accountability, and confidentiality

Language Requirements

- English: Business Level to Native (comfortable using English as your primary working language)
- Japanese: Native level or Fluent Business level sufficient to handle government procedures and administrative documentation

Preferred Qualifications

- Experience supporting HR administration or payroll processes
- Experience with invoicing, accounts receivable/payable, or bookkeeping support
- Experience coordinating contracts, legal documentation, or compliance activities
- Experience working in an international company or bilingual environment
- Experience supporting executives or senior leadership
- Experience improving internal processes or operational workflows
- Proficiency with Google Workspace, Microsoft Office, or similar business productivity tools

Ideal Candidate Profile

- Highly organized with exceptional attention to detail
- Comfortable balancing multiple responsibilities across different business functions
- Proactive, dependable, and able to work with minimal supervision
- Takes ownership of tasks from start to finish

- Enjoys improving processes and helping teams operate more efficiently
- Comfortable working in both English and Japanese on a daily basis
- Maintains a high level of professionalism when handling confidential business information

Application Notes

To help us evaluate your application more effectively, please include your English resume along with your application.

If available, you are also welcome to include examples of operational improvements, administrative projects, or other achievements that demonstrate your organizational skills and impact.

Company Description