



Administrative Specialist

Hybrid WFH | Flex Time | Great Benefits

Job Information

Hiring Company

[Humble Bunny KK](#)

Job ID

1605184

Industry

Advertising, PR

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5.5 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 3 years

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.
- Take ownership of key business operations while helping shape and improve internal processes as the company continues to grow.

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 Specialist**, you will play a key role in managing 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 take ownership of core administrative functions while helping improve internal processes and supporting the company's continued growth.

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

- Manage and issue monthly client invoices
- Monitor and manage accounts receivable, payment due dates, and outstanding invoices
- Coordinate inbound payment confirmations and coordinate outbound vendor payments
- Maintain and improve financial administration records and supporting documentation

Payroll & HR Administration

- Coordinate payroll administration with external accountants
- Process employee transportation expenses, reimbursements, and business trip allowances
- Coordinate bonus administration and salary payment schedules
- Manage employee documentation and handle employee administrative 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 lead operational improvements and help scale the business.
- Opportunity to play a key role in building and improving operational processes as the company grows.

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: ¥4.1 Million – ¥5.3 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

- **3+ years of experience in office administration, business operations, HR administration, finance administration, executive support, or a related role**
- Experience independently managing administrative and operational functions
- Experience coordinating multiple stakeholders and priorities in a fast-paced environment
- Strong organizational, time management, and problem-solving skills
- Proven ability to handle confidential information with professionalism and discretion

Finance & Operations

- Experience managing invoicing, payroll administration, accounting support, procurement, or general business operations
- Comfortable working with spreadsheets, business systems, and administrative tools
- Ability to maintain accurate records while identifying opportunities to improve operational processes
- Experience coordinating with external accountants, legal advisors, vendors, or other business partners

Communication

- Excellent written and verbal communication skills
- Experience coordinating with senior stakeholders, external partners, and cross-functional teams
- Strong organizational and follow-up abilities
- Professional, collaborative, and service-oriented communication style

Business Skills

- Highly organized with exceptional attention to detail
- Strong analytical and problem-solving abilities
- Ability to improve and streamline business processes
- Able to work independently while managing competing 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 Experience

- Experience leading operational improvements or administrative initiatives
- Experience working in a startup or high-growth business
- Experience creating or improving internal processes and documentation
- 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

- Takes ownership of responsibilities and delivers work with minimal supervision
- Enjoys improving processes and building scalable operational systems
- Comfortable balancing priorities across finance, HR, legal, and business operations
- Builds strong relationships with both internal and external stakeholders
- Thrives in a fast-paced, international startup environment
- Maintains the highest level of professionalism and confidentiality

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