



PR/118686 | Administration Assistant (Japanese Speaking)

Job Information

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

1605568

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 05:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company: Japanese Company

Position: Administration Assistant

Job Type: Permanent, Full-Time

Location: London

【 Role Purpose 】

To deliver vital administrative and clerical support to a team of 69, ensuring the department operates efficiently. The role involves handling daily office tasks, maintaining accurate records, organising meetings, and supporting a variety of administrative activities across the business.

【 Key Responsibilities 】

Administration Support

Provide comprehensive administrative support across divisions.
 Arrange travel, accommodation, and process expense claims for staff as required.
 Coordinate travel logistics for overseas visitors.
 Manage administration for training sessions, conferences, and bookings.
 Assist in organising meetings, including scheduling, agenda preparation, and taking minutes where required.
 Support Executive Office members in maintaining group diaries.
 Provide administrative assistance to senior management.
 Organise internal and external meetings, team-building activities, and events.
 Book meeting rooms, restaurants, and venues for events.
 Arrange couriers and manage incoming and outgoing post.
 Assist with coordinating external office events.
 Maintain accurate records and manage databases as required.
 Manage Sansan (business card management system) as administrator.
 Renew subscriptions annually.
 Undertake other administrative duties as required by management.

Finance & Administration

Raise purchase orders (POs).
 Arrange invoice payments.
 Create supplier records and update supplier bank details within internal systems.
 Create service fee invoices on a quarterly basis.
 Enter company card expense claim details into Focal Point.

Tanker Team Support**• Monthly Charter Hire Invoicing**

Review and verify details of upcoming charter hire invoices with Tanker Operators.
 Prepare, raise and issue monthly charter hire invoices for each vessel using Focal Point.
 Submit invoices to customers in a timely manner.

• Payment Processing & Invoice Management

Receive and review monthly charter hire invoices for the following month.
 Coordinate with Tanker Operators to confirm invoice accuracy and payment approval.
 Process invoices for payment through the Access Dimensions system.

• Payment Coordination & Cash Flow Monitoring

Confirm payment value dates following receipt of customer funds.
 Liaise with customers regarding payable amounts and expected payment dates.
 Support timely payment processing and coordination activities.
 Communicate payable and receivable positions following payment confirmation.

• Month-End Activities

Ensure customer payments are received by month-end.
 Monitor timelines to ensure all monthly activities are completed within required deadlines.

【Key Skills & Competencies】

Strong attention to detail and accuracy in financial processing.
 Knowledge of charter hire invoicing and maritime operations is preferred.
 Experience using financial systems, such as Access Dimensions.
 Effective communication and stakeholder coordination skills.
 Strong organisational and time management abilities.

【Person Specification】**Qualifications & Experience**

GCSEs/A-Levels or equivalent qualification required. Further education or administrative certification is advantageous.
 High level of written and spoken English.
 Minimum 1 year of office administration experience.

Personal Attributes

Good written and verbal communication skills.
Open, honest approach and ability to work as part of a team.
Ability to work effectively within a multicultural global business environment.
Excellent interpersonal skills.
Reliability, flexibility, and commitment to delivering high-quality support.

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK #MT

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Company Description