



Account Executive & Administrative Specialist

International Company | 1-Day WFH | Fibers

Job Information

Hiring Company

Global Cellulose Fibers Japan

Job ID

1607022

Industry

Chemical, Raw Materials

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

Negotiable, based on experience

Work Hours

8:30am ~ 4:30pm JST

Holidays

In accordance with company regulations

Refreshed

September 7th, 2026 07:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

«Job Description & Position Highlights»

- Responsible for a wide range of duties, centered on order management, including accounting, human resources, general affairs, IT, and legal affairs
- The satisfaction of supporting business operations by handling the entire workflow—from customer service to logistics, forecasting, and billing

- The satisfaction of collaborating with sales and other departments to solve problems and improve processes in a global environment
- The opportunity to utilize your English skills to collaborate with multicultural teams and gain broad experience in areas such as accounting, human resources, and general affairs

About Global Cellulose Fibers (GCF)

Our GCF business helps customers transform renewable cellulose fibers into essential everyday products. Our safe, high-quality pulp forms the basis for a wide range of applications like towel and tissue products, diapers, feminine care, incontinence and other personal care products that promote health and wellness. In addition, our specialty pulp serves as a sustainable raw material used in construction materials, paints, coatings and more. GCF generated \$2.8B in revenue in 2024 and has 3,300 employees globally, with nine manufacturing facilities and eight regional offices.

Why GCF

Global Cellulose Fibers promotes employee well-being by providing safe, caring and inclusive workplaces. We have team members all around the world with diverse backgrounds, experiences, and perspectives. These are our strengths. We are committed to creating a culture where all individuals are respected, valued, engaged and have an opportunity to do their best work every day. We invite you to bring your uniqueness, creativity, talents, experiences, and safety mindset to be a part of our increasingly inclusive and diverse culture.

【Job Responsibilities】

The Account Executive & Administrative Specialist supports key business operations across Customer Service, Finance, HR & Office Administration, IT, and Legal. This role is critical in ensuring smooth daily operations, delivering high-quality service to customers and internal stakeholders, and maintaining compliance with business processes. The ideal candidate is highly organized, detail-oriented, and capable of managing multiple responsibilities in a dynamic environment.

< Key Responsibilities >

1. Account Executive (50%)

- Order Management - Manage the completion of order entry, allocation management, and order to delivery monitoring. Responsible for ensuring that customers' needs and business objectives are met from forecast to cash process.
- Credit - Partner with the Credit team to resolve order-related credit issues during order management.
- Customer and Internal Relationship – Collaborate with Internals (e.g. Sales, CTS, CVM etc.) to understand customer's expectations and needs.
- Logistics - Coordinate logistics activities between customers and internal teams to support seamless supply chain execution.
- Pricing - Apply pricing policies accurately and support rebate interpretation.
- Forecasting – In collaboration with sales, manage forecast process including SAP data input for monthly demand planning processes.
- Initiatives - Assist with customer-focused initiatives and sales-driven projects.
- Claims - Process claims in system.
- Rebate Management – Work with sales manager to understand rebate structure and follow up the rebate related issue with rebate team.

2. Finance Support (20%)

- Process new vendor applications and update vendor information.
- Prepare payment summaries for direct debits and bank transfers.
- Scan and submit invoices and T & E reports to the Legal Executive Director and PwC.
- Coordinate e-bank approval schedules and communicate payment timing.
- Maintain well-organized digital and physical financial records.

3. HR & Office Administration on site support and Coordination (30%)

- Process Saving Plan payments and maintain related documentation.
- Coordinate employee health checks with relevant stakeholders.
- Support employee engagement activities including Summer Retreat and team meals.
- Manage visitor logistics such as hotel bookings and onsite coordination.
- Oversee office supplies, procurement, and general office maintenance.
- Support day-to-day administrative operations to ensure a productive work environment.

< Reports To >

AE Lead

【Employment Type】

Permanent employee

【Salary】

Based on experience and skill level

【Working Hours】

8:30am ~ 4:30pm JST

【Work Location】

1-5-2, Higashi-Shimbashi, Minato-ku, Tokyo, 105-7105 JAPAN Shiodome City Center 5F c/o Work Styling

【Holidays & Leave】

In accordance with company regulations

【Benefits & Welfare】

In accordance with company regulations

Required Skills**【Candidate Requirements】**

- 1+ Year(s) experience in Customer Service or Logistics or Supply Chain Management
- Bachelor's degree or equivalent experience.
- Strong communication and cross-cultural interpersonal skills.
- Proficiency in English (verbal and written); additional languages a plus.
- Customer-focused mindset with strong analytical and problem-solving skills.
- General understanding of order management processes.
- Strong technical proficiency, including Microsoft Office.
- Demonstrated ability to work effectively in a global, multicultural team environment.
- Self-starter with the ability to manage multiple priorities in a fast-paced setting.

Company Description