



Admin Assistant 一般事務 / プロジェクトアシスタント

Administration

Job Information

Hiring Company

[Delairco Japan](#)

Job ID

1609555

Industry

Other (Manufacturing)

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Chuo Line Local (Mitaka-Ochanomizu), Ochanomizu Station

Salary

3 million yen ~ 4.5 million yen

Salary Bonuses

Bonuses included in indicated salary.

Refreshed

August 26th, 2026 14:20

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Entry Level

Minimum English Level

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

Minimum Japanese Level

Fluent

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

1. Position Purpose

The General Administration Staff member will provide broad administrative and operational support to Delairco Japan KK.

The position will support management, engineering, sales and project activities by managing day-to-day administration, purchasing, documentation, travel, logistics, personnel administration and routine financial administration.

The role is suited to a practical and organised person who is comfortable handling a variety of responsibilities in a small company environment. Some bookkeeping and accounting knowledge is required, but the position is **not primarily an accounting role**.

2. Main Responsibilities

General Administration

- Manage day-to-day office administration and general affairs.
- Handle incoming and outgoing correspondence, emails and telephone calls.
- Prepare letters, forms, reports and other administrative documents.
- Maintain electronic and physical company records.
- Manage office supplies, equipment and general office requirements.
- Coordinate office services, maintenance and external service providers.
- Assist management with meetings, scheduling and general administrative matters.
- Provide administrative support to other members of the company as required.

Bookkeeping and Financial Administration

- Prepare and issue customer invoices.
- Process supplier invoices and payment documentation.
- Maintain records of accounts receivable and accounts payable.
- Record and maintain company expenses and employee expense claims.

Purchasing and Supplier Administration

- Obtain quotations and assist with purchasing activities.
- Prepare purchase orders and purchasing documentation.
- Communicate with suppliers regarding prices, availability and delivery.
- Maintain supplier records.
- Follow up outstanding orders and deliveries.
- Coordinate receipt and delivery of goods.

Project and Engineering Administration

- Provide administrative support to engineering and project teams.
- Assist with preparation and maintenance of project documentation.
- Assist with quotations, orders, correspondence and project administration.
- Assist with procurement and logistics for projects.
- Maintain records of company equipment and assets.

Import / Export and Shipping

- Assist with domestic and international shipping arrangements.
- Prepare and maintain shipping and commercial documentation.
- Coordinate with freight forwarders, customs brokers and logistics companies.
- Track shipments and communicate delivery status.

Document Control and Company Records

- Ensure documents are correctly named, filed and readily accessible.
- Maintain customer, supplier, project and company records.
- Support the company's ISO 9001 and quality management documentation requirements.
- Maintain appropriate records of company procedures and policies.

Other Responsibilities

- Assist the sales department with administrative activities.
- Assist management with special projects and business activities.
- Support company meetings and events.
- Communicate with customers, suppliers, subcontractors and other external parties.
- Identify opportunities to improve administrative processes and efficiency.
- Undertake other reasonable duties required to support the operation of the company.

3. Required Experience and Skills

Essential

- Previous experience in general administration, office administration, general affairs or a similar position.
- Good organisational and time-management skills.
- Good documentation and reporting skills.
- Good working knowledge of Microsoft Office, particularly Word and Excel.
- Professional telephone and email communication skills.
- Ability to manage multiple tasks and priorities.
- Good attention to detail.
- Ability to work independently and take responsibility for assigned tasks.

Preferred

- Experience working in a small or medium-sized company.
- Experience with purchasing and supplier coordination.
- Experience with invoicing, accounts payable and accounts receivable.
- Experience using accounting software.
- Experience with international purchasing, shipping or import/export.
- Experience in engineering, construction, manufacturing, trading or project-based businesses.

4. Language Requirements

- **Japanese:** Fluent / business-level Japanese, including professional telephone and written communication.
- **English:** Conversational/business communication skills preferred, particularly for email communication with overseas suppliers and customers.

5. Personal Attributes

The successful candidate should be:

- Reliable and responsible.
- Well organised and detail oriented.
- Proactive and able to work without constant supervision.
- Flexible and willing to handle a variety of tasks.
- Practical and capable of solving routine problems independently.
- Comfortable working in a small-company environment.
- Professional when dealing with customers, suppliers and business partners.
- Willing to learn new systems and procedures.
- Able to maintain confidentiality.
- A good team member who can support engineers, sales staff and management.

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