



PR/087619 | Office Manager Assistant

Job Information

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

1609853

Industry

IT Consulting

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 10:33

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

A technology company is seeking an Office Manager Assistant to support office operations, administration, HR, and finance functions. Working closely with teams in both the U.S. and Japan, this role plays a key part in ensuring smooth business operations and supporting day-to-day organizational needs. This position is ideal for someone who is organized, resourceful, and enjoys supporting a growing business environment.

RESPONSIBILITIES

- Provide administrative support for executives and daily office operations.
- Support HR activities including onboarding, employee records, payroll, and recruiting coordination.
- Assist with accounting and finance administration, including invoices, expenses, and vendor payments.

- Manage office facilities, supplies, and vendor relationships.
- Support compliance, documentation, and internal operational processes.
- Collaborate with U.S. and Japan-based teams on various projects and business initiatives.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience preferred
- 3+ years of experience in office administration, operations, HR coordination, accounting, or bookkeeping
- Native-level English communication skills
- Strong attention to detail and ability to manage multiple priorities independently
- Proficiency in Microsoft Office and Google Workspace
- Payroll and HR administration experience preferred
- Experience working in a startup, high-growth environment, or with international teams is a plus
- Japanese language skills are a plus, but not required

SALARY USD 70,000-75,000 (DOE)

LOCATION New York, NY

WORK STYLE Hybrid

BENEFITS

- All paid Health, Dental, and Vision Insurance for employees
- 401k Plan with company match
- Paid vacation and holidays

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Company Description