Administrative Assistant | Global Startup | Tokyo

¥3–4M | 2-Month Trial⇨Permanent（正社員登用実績あり）

Job Information

Hiring Company
Mediabound K.K

Job ID
1611248

Industry
Tourism

Company Type
Small/Medium Company (300 employees or less)

Job Type
Contract

Location
Tokyo - 23 Wards

Salary
3 million yen ~ 4 million yen

Work Hours
In accordance with company regulations

Holidays
In accordance with company regulations

Refreshed
November 3rd, 2026 10:00

General Requirements

Career Level
Entry Level

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

- Responsible for administrative tasks such as data entry, document preparation, and schedule management
- Acquire a wide range of back-office skills starting from no prior experience and grow in an English-speaking environment
- Play a key role in supporting the team at a rapidly growing global startup
- Earn ¥280,000–¥320,000 per month while gaining valuable experience in an international office environment, with opportunities for permanent employment.

【Job Responsibilities】

“Looking for an office job where you can also use English?”
Mediabound is actively hiring an Administrative Assistant to support our growing team.
We value attitude, organization, and reliability over experience.

< What You’ll Do >

- Data entry and management (Excel, etc.)
- Prepare and organize documents
- Support internal teams and operations
- Schedule coordination and calendar management
- Email communication and general admin tasks

< Why This Job >

- No prior experience required
- Work in a global, English-speaking environment
- Gain broad administrative and business skills
- Be part of a fast-growing startup

【Employment Type】

Fixed-term contract (Full-time), with the possibility of conversion to permanent employment.

- Initial contract period: 2 months
- Contract renewal may be offered based on performance, attendance, suitability, and business needs.
- Permanent employee conversion is subject to an evaluation and interview during the contract period.
- Permanent employment is not guaranteed.

【Salary】
¥280,000 – ¥320,000 / month

【Working Hours】

Flextime system (one-month settlement period)

- Core hours: 9:00–15:00
- Flexible hours: 5:00–22:00
- Standard break: 12:00–13:00

Depending on operational requirements, employees may be required to follow assigned shifts or working hours at specific locations.

【Holidays & Leave】

- 105 annual holidays
- Saturdays, Sundays, and other company-designated days
- Annual paid leave in accordance with Japanese law
- Maternity, childcare, and family-care leave in accordance with Japanese law

【Work Location】
In accordance with company regulations
*On-site

【Benefits & Welfare】
In accordance with company regulations

Required Skills

“Simple work on the surface — essential to everything behind the scenes.”
Apply now.

【Requirements】

- Business-level Japanese
- Business-level English

【Ideal Candidate】
Who This Is For:

- People looking to start an office career
- Strong organizers and detail-oriented individuals
- Team players
- Those who want to work in an international environment

Company Description