



Administrative Assistant

¥280K–¥320K/month | Global Environment

Job Information

Hiring Company

Mediabound K.K

Job ID

1611248

Industry

Tourism

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

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

September 15th, 2026 01:00

General Requirements

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

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
- Monthly salary of 280,000 to 320,000 yen; we offer a stable, full-time position with on-site work where you can utilize your English skills

【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】

Full-time

【Salary】

¥280,000 – ¥320,000 / month

【Working Hours】

In accordance with company regulations

【Work Location】

In accordance with company regulations

*On-site

【Holidays & Leave】

In accordance with company regulations

【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