

Administrative Executive

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
グローバル電気・電気通信エンジニアリング企業

Job ID
1614106

Industry
Retail

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

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
5 million yen ~ 7 million yen

Refreshed
October 30th, 2026 02:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Entry Level

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Business content

* General affairs and administrative procedures Company day-to-day administrative tasks and general office operations. Handling various applications to government agencies and administrative procedures such as permits and licenses. Various procedures involving visits to government offices, banks, and related institutions.

* External relations and document management Daily communication and coordination with government agencies, banks, accountants, lawyers, and partner companies. Creation and management of various business documents such as contracts, quotations, and invoices.

* Management and project support Project management support, interdepartmental coordination, and business process advancement support. Support for various tasks requested by management.

*Participation in business development Participation in company management and business expansion activities in line with business growth.

Required Skills

At least two years of practical experience in general affairs, administrative departments, office management, etc.

Business communication skills in both Japanese and English (ability to report to managers and negotiate with government agencies and business partners).

We are looking for someone who can personally visit government offices, banks, and related institutions to complete necessary procedures when required (domestic and international business trips are acceptable).

No specific educational background required (we prioritize personality and abilities over educational background or work experience).

Skills & Competences Skills and abilities Practical skills in Microsoft Office (Word/Excel/PowerPoint)

High administrative skills, attention to detail, and the ability to prioritize multiple tasks. Good interpersonal communication skills Professionalism that enables the proper handling of confidential information such as contracts and management information.

An attitude of taking initiative without waiting for instructions and a strong sense of responsibility.

The ability to quickly acquire new business knowledge and the problem-solving skills to propose solutions independently.

Company Description