



アメリカの求人なら
JAC Recruitment USA

PR/087636 | Senior Operations & Administration Specialist

Job Information

Recruiter

JAC Recruitment USA

Job ID

1614161

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:25

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

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 growing manufacturing company is seeking a Senior Operations & Administration Specialist to support its U.S. operations. This position will oversee a wide range of responsibilities, including operations, accounting, budgeting, HR coordination, and office administration, while working closely with management on business planning and day-to-day operations. The role offers the opportunity to become a key contributor to the company's continued growth and success.

RESPONSIBILITIES

- Manage accounting, financial reporting, budgeting, forecasting, cash flow management, and coordination with external CPA firms.
- Oversee credit control, accounts receivable management, audit support, and financial performance analysis.
- Coordinate payroll, employee benefits, HR administration, onboarding/offboarding, and employment compliance activities.
- Manage office operations, facilities, vendor contracts, and relationships with external service providers, including IT, banking, insurance, and payroll partners.
- Support order processing, logistics coordination, customer support administration, and day-to-day business operations.

- Prepare management reports, KPI analysis, and operational insights while partnering closely with leadership to drive business growth and operational efficiency.

QUALIFICATIONS

- 5+ years of experience in accounting, finance, operations, HR, or corporate administration
- Strong knowledge of U.S. accounting principles, budgeting, and financial reporting
- Advanced Excel skills and experience working with financial and operational data
- Ability to work independently and manage multiple priorities in a hands-on environment
- Experience working with external vendors such as CPA firms, payroll providers, and business partners
- Japanese language skills and experience working in a Japanese-affiliated company are highly preferred

SALARY USD 65,000 - 85,000

LOCATION Novi, MI

BENEFITS

- Health, Dental, and Vision insurance
- Paid time off, paid sick leave and Paid holidays
- 401(k)

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Company Description