


# 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**
November 17th, 2026 15:00

## General Requirements

**Minimum Experience Level**
Over 6 years

**Career Level**
Mid Career

**Minimum English Level**
Fluent Level

**Minimum Japanese Level**
Daily Conversation Level

**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