



アメリカの求人なら
JAC Recruitment USA

PR/087650 | Office Supervisor

Job Information

Recruiter

JAC Recruitment USA

Job ID

1614166

Industry

Restaurant, Food Service

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 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

A food distribution company is seeking an Office Supervisor to oversee daily office operations and provide administrative support in accordance with company policies and standard operating procedures. Responsibilities include supervising office and clerical activities, coordinating administrative processes, maintaining accurate records, supporting branch operations, and ensuring efficient communication between internal teams. This position works closely with the Office Manager and Branch Manager to ensure smooth operations and support overall business objectives.

RESPONSIBILITIES

- Oversee daily office operations, including order processing, recordkeeping, and customer service activities
- Supervise, train, and support office staff, including attendance and performance management
- Coordinate with sales, logistics, HQ departments, vendors, and external partners to ensure smooth operations

- Prepare reports, maintain accurate records, and support regulatory and compliance requirements
- Assist with inventory management, discrepancy resolution, and import/customs-related administration
- Support branch management with process improvements, recruiting, budgeting, and other operational initiatives as needed

QUALIFICATIONS

- Supervisory or team leadership experience in an office or administrative environment
- Strong knowledge of general office operations, A/R and A/P documentation, and administrative processes
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and general computer applications
- Excellent organizational, multitasking, and time management skills with the ability to meet deadlines
- Self-motivated and detail-oriented, with the ability to work independently and train team members
- Strong English communication skills and a reliable, professional work ethic with flexibility to work extended hours as needed

SALARY USD \$26.60-35.50/HR

LOCATION Honolulu, HI

WORKING HOURS Monday - Friday 8:00 AM to 5:00 PM

BENEFITS

- Health, dental, vision, life & accident, and pet insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance and much more!

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Company Description