



Administrative Coordinator | Event experience required

Entry-Level | ¥330,000+Monthly | Global Team

Job Information

Hiring Company

Showtex KK

Job ID

1616466

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Toei Mita Line Station

Salary

4 million yen ~ 5 million yen

Work Hours

9時00分 ~ 18時00分

Holidays

完全週休2日制（土日祝）

Refreshed

October 8th, 2026 15:59

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

Position Highlights

- Use your English skills in a broad administrative and procurement role involving coordination with overseas offices, import/export arrangements, and translation
- Gain international experience while working with multinational colleagues at a global company operating across 13 countries

- Develop practical business skills from the ground up, with no prior experience required
- Enjoy a stable working environment with weekends and public holidays off, 120+ days of annual leave, and no transfers

About the Role

We are looking for an **Administrative Coordinator** to support the growing operations of our Japan office.

You will handle a wide range of administrative, procurement, logistics, and international coordination duties while working closely with colleagues, vendors, logistics providers, and overseas offices.

This is an excellent opportunity for someone who wants to use their English skills in an international environment and build a career in global business operations.

Key Responsibilities

- Build and maintain strong relationships with vendors and suppliers
- Coordinate material sourcing and procurement activities in cooperation with overseas offices
- Prepare sales and technical documents
- Provide Japanese-English and English-Japanese translation support
- Handle filing, data entry, and other general administrative duties
- Coordinate and negotiate with logistics companies according to project requirements
- Arrange and support international import and export shipments
- Make occasional business trips to check company facilities, including warehouses and branch locations
- Provide support for urgent operational matters when required
- Handle other related administrative and operational duties

After Joining

Experienced team members will provide thorough training and support from the beginning.

You will first learn the overall workflow and gradually take on a wider range of responsibilities. You will always have someone to consult if you have questions or need support.

About the Team

As the Japan office was only recently established, we have a flat organizational structure where communication is open and team members are encouraged to contribute ideas.

Why Join Us?

This role offers an excellent environment for using and further developing your English skills.

You will have frequent opportunities to work with colleagues and business partners from different countries, helping you build a broader international perspective and gain hands-on experience within a fast-moving global company.

About ShowTex

ShowTex is a global company with operations across 13 countries.

We provide stage curtains, theatrical drapes, screens, and related products for theatres, cinemas, entertainment venues, and other facilities around the world.

As part of our continued business expansion, our Japan office was established in February 2024. We are now looking for a new team member to support our growing operations in Japan.

No Previous Experience Required

Prior administrative or procurement experience is not required.

If you have strong business-level English skills and the motivation to learn, you will have the opportunity to gain experience across a wide variety of international business functions, including logistics coordination, translation, procurement, and communication with overseas offices.

Join us and build your skills from the ground up in a global environment.

A Stable Environment for Long-Term Career Development

- 120+ days of annual leave
- Saturdays, Sundays, and public holidays off
- Monthly salary starting from ¥330,000
- No transfers

Our Japan office is still in an exciting stage of growth, and we are looking for someone who would like to develop their career while helping us build and support the organization.

Employment Type

Permanent Full-time

Probationary period: 3 months

No change to employment conditions during the probationary period.

Salary

Expected annual salary upon joining: ¥4 million–¥5 million

Monthly salary: ¥330,000–¥410,000

- Overtime allowance provided
- Salary review once per year
- Incentive program available

Working Hours

9:00 AM–6:00 PM

8 working hours / 1-hour break

Average overtime: 20 hours or less per month

Location

5-19-6 Shiba, Minato-ku, Tokyo

Access:

- 1-minute walk from Mita Station
- 3-minute walk from Tamachi Station
- 9-minute walk from Shibakoen Station
- No smoking indoors
- No transfers

Holidays & Leave

- 120+ days of annual leave
- Five-day workweek (Saturdays, Sundays, and public holidays off)
- Year-end and New Year holidays
- Summer holidays
- Paid annual leave
- Maternity leave
- Childcare leave
- Nursing/caregiving leave
- Bereavement leave
- Special leave

Benefits

- Full social insurance coverage (employment insurance, workers' compensation, health insurance, and employees' pension)
- Commuting allowance up to ¥30,000 per month
- Marriage and childbirth gifts
- Condolence and other special occasion payments
- Retirement allowance

Required Skills

Requirements

- Graduate of a vocational school, junior college, university, or higher
- **Business-level English proficiency**

English Communication Requirements

Strong business-level **spoken English** is essential for this role.

In addition to communicating by email and written documents, you will participate in online meetings, telephone calls, and business discussions with overseas offices and business partners.

You must be able to clearly express your ideas in English and communicate smoothly and confidently in professional discussions.

Preferred Qualifications

- TOEIC score of **800 or higher**, or equivalent English speaking ability

Ideal Candidate

We are looking for someone who:

- Wants to develop their administrative and business support skills
- Would like to use their language skills in their career
- Is interested in international and global business
- Values teamwork and enjoys collaborating with others
- Is willing to take on new challenges
- Has an interest in the event or entertainment industry
- Enjoys working in a dynamic environment
- Is eager to learn and develop new skills
- Is flexible and comfortable handling a variety of responsibilities

Selection Process

Online application screening → Interviews (2–3 rounds) → Offer

Please note that interviews will be conducted entirely in English.

The overall selection process is expected to take approximately one month from application to offer.

Interview dates and your preferred starting date can be discussed during the process.

Company Description