IT Back Office Operations Assistant

Step up early and become a key player!

Job Information

Hiring Company
Sentree KK

Subsidiary
Sentree K.K.

Job ID
1620957

Industry
IT Consulting

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

Non-Japanese Ratio
About half Japanese

Job Type
Contract

Location
Tokyo - 23 Wards, Chuo-ku

Train Description
Tozai Line, Nihombashi Station

Salary
4 million yen ~ 5.5 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Work Hours
Standard Schedule: 8:00 AM – 5:00 PM

Holidays
Annual days off: 121 days

Refreshed
November 22nd, 2026 00:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level
Fluent Level

Minimum Education Level
Technical/Vocational College

Visa Status
Permission to work in Japan required

Job Description

[Fast-Growing B2B Accelerator]

Step up early and become a key player in our organization!

[Mission]

As we expand our services to top-tier companies in Japan, we are looking for an Executive Assistant to lead our back-office operations.

You will optimize workflows from order to execution and act as the "key player" of our team. Reporting directly to the CEO, we expect you to step up to an operations management role (executive candidate) within 24 months of joining.

[Key Responsibilities]

- Manage the CEO's schedule and coordinate meetings with domestic vendors.
- Handle daily tasks like issuing invoices and adjusting schedules, while creating better systems to make work more efficient.
- Perform monthly financial tasks (invoicing, expense reports, processing slips) and accurately run management processes.
- Act as a communication hub connecting our domestic vendors (Japanese) with our global internal team (English).

[Why Join Us]

- You won't just do routine tasks. You can take the lead in building and improving business workflows.
- You will work daily with a multinational team. This allows you to fully use your language skills and develop a global business sense while staying in Japan.

[Team & Environment]

- Manager: You will report directly to the CEO (foreign national / English-Japanese bilingual).
- Team Culture: We have an open, multinational culture. Our flat structure allows for quick decisions and fast-paced work.

[Employment Terms]

- Contract Employee (Initial 1-year contract, renewable)
- Indefinite-Term Conversion Available: Eligible to transition to an indefinite-term contract after 12 months, based on performance and evaluation.

[Work Location & Hours]

- Office: Tokyo Nihonbashi Office (Tokai Nihonbashi Heights 4F, 7-13 Nihonbashi-Kobunacho, Chuo-ku, Tokyo)
- Access: 6-minute walk from Kayabacho Station / 8-minute walk from Nihonbashi Station
- Smoking Policy: Strictly no smoking indoors
- Work Style: In-office work is necessary to prioritize communication and speed.
- Flextime System: Core hours: 9:00 AM – 3:00 PM
- Standard Schedule: 8:00 AM – 5:00 PM (8 working hours, 60-minute break)
- Overtime: Only in rare cases when approved by management.

[Salary & Benefits]

- Expected Annual Salary: Determined by company regulations based on your experience, skills, and previous salary.
- Salary System: Monthly base salary decided based on experience and skills. Opportunity for increase at regular performance and contribution reviews.

- Performance Gain Share: Twice a year (paid based on goal achievement and performance evaluations).
- Commuting Allowance: Fully paid.
- Social Insurance: Fully covered (Health insurance, employee pension, employment insurance, workers' compensation).
- Probation Period: 3 months

[Holidays & Leave]

- Fully 2 days off per week (Saturday and Sunday) and national holidays.
- Annual days off: 121 days.
- Paid leave (10 days granted after 6 months of employment, following labor laws).
- Year-end/New Year holidays, bereavement leave, maternity/paternity leave, and childcare leave.

[Selection Process]

Fast-track selection: Job offer in as short as 2 weeks

- STEP 1: Document Screening (Review of your submitted resume and work history).
- STEP 2: First Interview (Online / Culture fit and aptitude check by the CEO).
- STEP 3: Second Interview (Online or In-person / Practical skills check and simple sample task by the Operations Team).
- STEP 4: Final Interview (In-person / Offer and conditions meeting with the CEO).

Required Skills

[Who We Are Looking For]

- Education: Junior college degree, university degree, or higher.

[Required Experience (Must)]

- 2+ years of experience in office administration, operations, or sales support.
- 1+ year of experience handling financial data or confidential information.

Language Skills:

- Japanese: Native level (Able to build smooth, trusting relationships and negotiate with domestic vendors).
- English: Business level (Practical English skills to act as a bridge inside and outside the company).

[Welcome Skills (Nice to Have)]

- Experience in customer service or client support.
- Nissho Bookkeeping Certification (Level 2 or 3).
- Experience creating, standardizing, or writing manuals for business workflows.
- Experience using tools like Slack, ClickUp, Excel, and Google Workspace, along with the curiosity to learn new technologies.

Company Description