

PR/118815 | Administrator (Japanese, Italian, English speaking)

Job Information

Recruiter
JAC Recruitment UK

Job ID
1621257

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
United Kingdom

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 11:06

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Position Overview
We are seeking an experienced administrative professional with a background in Japanese companies. The ideal candidate will have strong communication skills in Japanese, English and Italian, capable of supporting daily office operations and acting as a bridge between local teams and Japan headquarters.

Key Responsibilities

- Provide general administrative and office support within a Japanese corporate environment
- Coordinate communication between internal departments and Japan HQ
- Prepare documents, reports, and correspondence in Japanese, English, and Italian
- Support scheduling, meeting coordination, travel arrangements, and expense processing
- Assist with data entry, filing, and maintaining accurate records

- Handle inquiries from internal and external stakeholders professionally
- Contribute to smooth office operations and cross-cultural communication

Required Qualifications

- Japanese language ability
- English language ability
- Prior administrative or office support experience in a Japanese company
- Strong organisational skills and attention to detail
- Ability to work effectively in a multicultural environment
- Excellent communication and interpersonal skills

Preferred Qualifications

- Italian language ability
- Experience liaising with Japan HQ
- Knowledge of Japanese business culture and etiquette
- Proficiency in MS Office (Excel, Word, PowerPoint)

Unfortunately no visa sponsorships are available. Only shortlisted candidates will be contacted.

Looking forward to your application! Thank you.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description