

Administrative Executive

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
グローバル電気・電気通信エンジニアリング企業

Job ID
1621420

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
4.5 million yen ~ 7 million yen

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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
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Business content

* General affairs and administrative procedures
Company day-to-day administrative tasks and general office operations.
Handling various applications to government agencies and administrative procedures such as permits and licenses.
Various procedures involving visits to government offices, banks, and related institutions.

* External relations and document management
Daily communication and coordination with government agencies, banks, accountants, lawyers, and partner companies.
Creation and management of various business documents such as contracts, quotations, and invoices.

* Management and project support
Project management support, interdepartmental coordination, and business process advancement support.
Support for various tasks requested by management.

*Participation in business development
Participation in company management and business expansion activities in line with business growth.

Employee Benefits:
Health Insurance Employees' Pension Employment Insurance Industrial Injury Insurance

Required Skills

REQUIREMENTS
Application Requirements
At least two years of practical experience in general affairs, administrative departments, office management, etc.
Business communication skills in both Japanese and English (ability to report to managers and negotiate with government agencies and business partners).
We are looking for someone who can personally visit government offices, banks, and related institutions to complete necessary procedures when required (domestic and international business trips are acceptable).
No specific educational background required (we prioritize personality and abilities over educational background or work experience).

Skills & Competences
Skills and abilities
Practical skills in Microsoft Office (Word/Excel/PowerPoint)
High administrative skills, attention to detail, and the ability to prioritize multiple tasks.
Good interpersonal communication skills
Professionalism that enables the proper handling of sensitive information such as contracts and management information.
An attitude of taking initiative without waiting for instructions and a strong sense of responsibility.
The ability to quickly acquire new business knowledge and the problem-solving skills to propose solutions independently.

Company Description

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国 (また2011 年には香港・韓国にも拠点を新設予定) でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

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We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.