米国法人の一般事務サポート｜都内オフィスで米国法人のサポート

英語が好きな方、秘書的業務に関心ある人大歓迎！

Job Information

Hiring Company
Franchir Co., Ltd.

Job ID
1621479

Industry
Interpretation, Translation

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

Non-Japanese Ratio
Majority Japanese

Job Type
Contract

Location
Tokyo - 23 Wards, Shinjuku-ku

Train Description
Yamanote Line, Shinjuku Station

Salary
3 million yen ~ 4 million yen

Hourly Rate
※年齢・経験・資格に応じて相談

Work Hours
9：30 ~ 18：30

Holidays
休憩1時間　土日祝日その他　週休2日制（毎週）　年末年始休暇有　6ヶ月経過後の年次有給休暇に数10日

Refreshed
November 19th, 2026 00:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

米国法人と日本の協力会社の橋渡しを行う業務です。

都内西新宿のオフィスで行う下記業務
・社長面談：経営状況、資金収支・使途、今後の資金需要の確認
・資料管理：必要は財務資料や関連資料の収集、整理、米国法人へ報告
・米国法人の担当者、社長の面談、契約締結や競技のサポート、会議や打ち合わせの議事録作成
・連絡担当：日常的な米国法人担当者、社長との連絡、案件の進捗報告、重要事項の説明など
・メールの送受信、資料作成など

Job Description

This position serves as a liaison between our U.S. entity and our business partner in Japan.

The role is based at our office in Nishi-Shinjuku, Tokyo, and includes the following responsibilities:

- **Meetings with the Company President:** Meet with the President to review the company's business and financial performance, cash flow, use of funds, and anticipated future funding requirements.
- **Document and Financial Information Management:** Collect, organize, and maintain necessary financial statements and other relevant documents, and provide reports and updates to the U.S. entity.
- **Meeting and Contract Support:** Coordinate and support meetings between representatives of the U.S. entity and the President. Assist with contract execution and business discussions/negotiations, and prepare minutes for meetings and discussions.
- **Primary Point of Contact:** Serve as the day-to-day liaison between representatives of the U.S. entity and the President, including providing progress updates on ongoing matters and communicating important information.
- **General Administrative Support:** Handle email correspondence, prepare documents and reports, and perform other related administrative duties.

＊1 ~ 3か月間の試用期間あり / その後在宅勤務も可能

Required Skills

必須

- 法人・顧客とのコミュニケーションに抵抗のない方
- PCの基本操作ができる方 (Word、Excel、メール等)
- 英語の資格 (英検準1級、TOEIC800点以上、または外国人の場合N1以上)

歓迎

- 法人営業、営業アシスタント、カスタマーサクセス、営業事務等の経験
- 財務・経理の知識があると尚可
- 不動産や金融関連の知識があると尚可
- 中国語が出来れば尚可

Required Qualifications

- Strong communication skills and confidence in communicating with corporate clients and business partners.
- Basic computer skills, including **Microsoft Word, Excel, and email**.
- English proficiency equivalent to **EIKEN Pre-1 Grade or above** or a **TOEIC score of 800 or higher**. For non-Japanese applicants, **JLPT N1 or equivalent Japanese proficiency** is required.

Preferred Qualifications

- Experience in **B2B sales, sales support, customer success, or sales administration**.
- Knowledge or experience in **finance and accounting** is a plus.
- Knowledge or experience in the **real estate or financial services industries** is a plus.
- Proficiency in Chinese is preferred.

Company Description