

PR/087784 | Assistant Manager

Job Information

Recruiter
JAC Recruitment USA

Job ID
1621821

Industry
Amusement, Entertainment

Job Type
Permanent Full-time

Location
United States

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:28

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Assistant Manager, HR & General Affairs (Bilingual Japanese/English)
Location: Irvine, California (Onsite)
Salary: $80,000 - $85,000 annually
Hours: Monday - Friday, 9:00 AM - 6:00 PM
Reports To: Accounting Manager

Overview
A growing Japanese entertainment company is seeking a bilingual (Japanese/English) Assistant Manager to support the operations of its Irvine office. This position will play a key role in office administration, human resources, general affairs, and coordination with the company's headquarters in Japan.

The ideal candidate will have experience in HR and administrative functions, as well as the ability to facilitate communication between U.S.-based employees and Japanese stakeholders. Some exposure to accounting, financial administration, or budget reporting is preferred.

Key ResponsibilitiesHuman Resources
- Support day-to-day HR operations and employee administration.

- Assist with onboarding and offboarding processes.
- Maintain employee records and HR documentation.
- Coordinate employee benefits and HR-related inquiries.
- Assist with employee relations and workplace policies.
- Support recruitment activities and coordination with external partners.

General Affairs / Office Administration
- Oversee general office administration and facility-related matters.
- Coordinate office vendors, supplies, and service providers.
- Assist with office operations for a growing organization.
- Maintain company records and internal documentation.
- Support company events, meetings, and administrative projects.

Financial & Administrative Support
- Assist with preparation and consolidation of financial and administrative reports.
- Coordinate with the Accounting Manager regarding expenditures, budgets, and reporting requirements.
- Support communication with headquarters regarding financial information and operational matters.
- Assist with invoice tracking, document management, and related administrative activities.

Communication & Coordination
- Serve as a liaison between the U.S. office and headquarters in Japan.
- Translate and interpret business communications as needed.
- Coordinate cross-functional communication across departments and international stakeholders.
- Ensure smooth information sharing and administrative alignment between locations.

QualificationsRequired
- Business-level fluency in both Japanese and English.
- Experience in Human Resources, General Affairs, Office Administration, or Corporate Administration.
- Strong organizational and communication skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Proficiency with Microsoft Office applications, including Excel, Word, and Outlook.

Preferred
- Experience working for a Japanese company or in a bilingual corporate environment.
- Basic knowledge of accounting, budgeting, payroll support, or financial reporting.
- Experience supporting communication between U.S. and Japan-based teams.
- Understanding of office setup, administration, or operational support functions.

Benefits
- Competitive salary
- Health and welfare benefits
- Paid time off and company holidays
- Opportunity to help establish and support a growing U.S. office
- Collaborative international work environment

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Company Description