Administration Executive | Office Administration & Facilities

Bilingual Japanese-English Position

Job Information

Hiring Company
Commtech Asia Japan K.K.

Job ID
1623659

Division
Administration

Industry
Other (Real Estate, Construction)

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

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Work Hours
In accordance with company regulations

Holidays
In accordance with company regulations

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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
Technical/Vocational College

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

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- Take ownership of a wide range of office administration tasks, including facilities management, purchasing, office supplies and vendor coordination.
- Work closely with the Country Manager, HR, Finance and other departments to maintain an efficient and comfortable workplace.
- Gain experience in purchasing, invoice processing, budget tracking and contract administration while developing your expertise in office management.
- Support Japan operations in a multinational environment, using both Japanese and English to collaborate with local and regional stakeholders.

JOB SUMMARY
We are seeking a well-organised and service-oriented Administration Executive to provide comprehensive office and administrative support for our Japan operations. Based in our Tokyo office, the incumbent will coordinate day-to-day office administration, attendance record, facilities, vendors, purchasing, records and internal support activities to ensure an efficient, safe and professional workplace.

The role requires close coordination with the Country Manager, Human Resources, Finance, project teams and external service providers. Occasional support for other offices, company events or project sites within Japan may be required.

< JOB DUTIES & RESPONSIBILITIES >

Office Administration and Facilities

- Manage day-to-day office administration and ensure the workplace is organised, properly
- maintained and adequately supplied.
- Coordinate office access, seating arrangements, meeting rooms, mail, courier services, document handling and general office enquiries.
- Liaise with building management, landlords, maintenance contractors and service providers
- regarding repairs, cleaning, security and other facilities matters.
- Maintain office equipment, furniture and inventories, and coordinate repairs or replacements when required.
- Support workplace health, safety, emergency preparedness and business continuity activities in coordination with management and Human Resources.

Purchasing, Vendors and Cost Control

- Coordinate the purchase of office supplies, equipment and general services in accordance with company procedures and approved budgets.
- Obtain quotations, prepare purchase requests and maintain complete supporting documentation for approvals and audit purposes.
- Maintain vendor records, service agreements and renewal schedules, and follow up on service quality and delivery.
- Check invoices and supporting documents for administrative purchases and coordinate timely submission to Finance for payment processing.
- Monitor routine administrative expenses and support the preparation of office administration budgets and cost reports.

Business and Employee Support

- Provide administrative support to the Country Manager and other departments, including meeting coordination, document preparation, filing and follow-up actions.
- Coordinate domestic and international travel arrangements, accommodation and related
- administrative documentation when required.
- Support employee onboarding and offboarding logistics, including workstation preparation, access cards, equipment coordination and return of company property.
- Assist with company meetings, training sessions, staff events and visitor arrangements.
- Coordinate with Information Technology support providers on the setup, tracking and basic
- administration of company devices and user access.

Records, Compliance and General Support

- Maintain accurate and orderly administrative records, contracts, inventories, approval documents and correspondence in accordance with company retention and confidentiality requirements.
- Handle personal, commercial and company information with appropriate confidentiality and discretion.
- Ensure administrative activities follow company policies, approval authorities and applicable local requirements.
- Prepare regular administration updates, trackers and reports for management as required.
- Undertake other administrative duties and projects reasonably assigned by the Company.

■Reporting To：Country Manager, Japan and Regional HR Manager

■COMPANY PROFILE
From our early beginnings to our market-leading position today, Commtech Asia has grown through the strength, passion and dedication of our people. We are committed to attracting, developing and retaining the finest talent in the industry. We offer a dynamic and diverse working environment, exposure to cutting-edge projects and meaningful opportunities for professional development and career advancement.

【Employment Type】
Permanent employee

【Salary】
Based on experience and skill level

【Working Hours】
In accordance with company regulations

【Work Location】
Japan, Tokyo

【Holidays & Leave】
In accordance with company regulations

【Benefits & Welfare】
In accordance with company regulations

Required Skills

【Requirements】

- A minimum of 3 years of relevant experience in office administration, facilities, executive support or a related role.
- Hands-on experience coordinating vendors, purchases, invoices, office supplies and workplace services.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook and
- Teams.
- Languages: Business-level Japanese and English, both written and spoken, are required.

【Advantage Requirements】

- Experience in an engineering, construction, professional services or multinational environment will be an advantage.

【Personal Attributes】

- Proactive, dependable and service-oriented.
- Professional, courteous and responsive.
- Discreet and trustworthy when handling confidential information.
- Collaborative, flexible and willing to support changing business needs.

Company Description