




【MNC | Use your language skills】 Office administrator  独占求人

Over 32 Locations Globally

## 募集職種

### 採用企業名

TransPak Japan GK

### 求人ID

1521836

### 業種

電気・電子・半導体

### 雇用形態

正社員

### 勤務地

千葉県, 柏市

### 最寄駅

つくばエクスプレス、 柏たなか駅

### 給与

300万円 ~ 400万円

### ボーナス

固定給+ボーナス

### 更新日

2025年07月24日 06:00

## 応募必要条件

### 職務経験

1年以上

### キャリアレベル

中途経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ネイティブ

### その他言語

中国語：北京語 - ビジネス会話レベル

Mandarin not required but would be a plus

### 最終学歴

大学卒：学士号

### 現在のビザ

日本での就労許可が必要です

## 募集要項

### Who We Are:

Originally founded in Silicon Valley, USA in 1952, we've been a private, family-owned and operated business since 1969. We are humbled by the long-term relationships with our

customers, earned through the packaging solutions we offer, including design, engineering, testing, manufacturing, and fulfillment of custom and stock packaging  
Job Title: Office administrator - Transpak Japan

**Job Summary:**

We are looking for an organized and proactive Office administrator to assist with the daily operations of our office in Japan. This role will involve managing administrative tasks and supporting human resources functions to ensure a productive and positive workplace.

**Annual Salary:**

3 million to 4 million Japanese yen.

**Responsibilities and Duties:**

- 1.Coordinate office events, meetings, and travel arrangements.
- 2.Provide administrative support to senior management and assist with projects.
- 3.Handle correspondence, phone calls, and emails professionally.
- 4.Sourcing local Japanese suppliers for our customers in Japan.
- 5.Sourcing overseas materials from China and Taiwan for manufacturing purposes.
- 6.Perform tasks assigned by the manager as needed.
7. Work with materials management.
8. Identify and resolve production issues, and take necessary corrective actions.
9. Prepare and analyze production reports.

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**スキル・資格****Requirements:**

- 1.A bachelor's degree in business administration, Office Management, or a related field is preferred.
- 2.Proven experience in administrative, sourcing, or office support roles.
- 3.Strong organizational and multitasking skills with attention to detail.
- 4.Proficiency in handling office software and tools, such as MS Office.
- 5.Business level for both Japanese and Chinese.
- 6.Willingness to travel domestically and internationally as needed.

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**会社説明**