



## PR/086841 | IT Support & Administrative Assistant - Japanese Bilingual

### 募集職種

#### 人材紹介会社

JAC Recruitment USA

#### 求人ID

1552543

#### 業種

アミューズメント・エンターテインメント

#### 雇用形態

正社員

#### 勤務地

アメリカ合衆国

#### 給与

経験考慮の上、応相談

#### 更新日

2025年09月16日 09:01

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

無し

#### 日本語レベル

無し

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### IT Support & Administrative Assistant - Japanese Bilingual (Hybrid in Culver City, CA)

A famous entertainment company is looking for a detail-oriented and proactive Administrative Assistant & IT Support to support administrative and network operations in our Culver City office. This hybrid role requires strong organizational skills and the ability to manage multiple responsibilities across IT support and general office administration.

### RESPONSIBILITIES

#### IT Support:

- Provide IT helpdesk support and escalate issues.
- Network maintenance and basic IT troubleshooting
- Maintain computer and network security.

- Perform routine maintenance on office tech.
- Manage IT onboarding/offboarding.
- Keep IT inventory updated and prioritize projects.
- Communicate with IT vendors
- Coordinate with the Japan team

#### Office Administration:

- Handle general inquiries and greet visitors.
- Answering phone calls and greeting visitors
- Maintain office and kitchen supplies.
- Manage conference room schedules.
- Coordinate meetings, events, and travel arrangements.
- Assist with administrative tasks and expense processing.
- Update office asset lists and assist with invoice payments.
- Maintain ethical standards and good communication.
- Office supplies management
- Facility and office environment oversight

#### REQUIREMENTS

- Minimum 1 year of office administration at a corporate level of environment.
- IT-related assistance or support including any other system experience.
- Japanese language skills
- Excellent written and verbal communication skills in English and Excel.
- Versatile ability as an office generalist and working independently and being proactive.
- Excellent time management skills and the ability to prioritize work.
- High proficiency in the use of technology, especially office computers, software, system, and equipment.

#### SALARY & BENEFIT

- USD 50,000 - 60,000 DOE
- Comprehensive health benefits
- Employment Type: Non-Exempt
- Hybrid in Culver City, CA (Work Schedule: 4 days in-office, 1 day remote per week)
- This role is NOT visa sponsored

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