



PR/086841 | IT Support & Administrative Assistant

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08月05日 13:00

応募必要条件

職務経験

3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

ビジネス会話レベル

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 (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.
- 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.
- Japanese language skills preferred

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

#LI-JACUS #LI-US #countryUS

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.us/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.us/terms-of-use>

会社説明