



PR/087071 | Assistant Office Manager

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1569193

業種
レストラン・フードサービス

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
2026年01月27日 04:00

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
ネイティブ

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

POSITION SUMMARY

The Assistant Office Manager plays a key role in ensuring smooth office operations and maintaining a productive work environment. This position involves managing daily administrative tasks, overseeing staff training and attendance, supporting recruitment efforts, and contributing to process improvements.

RESPONSIBILITIES

- Oversee daily office operations, including handling sales and purchase orders
- Conduct new hire training and orientation
- Manage attendance, overtime, and address disciplinary issues when needed
- Coordinate communication between sales, logistics, and office staff

- Lead inventory processes, data entry, and resolve discrepancies
- Assist with recruitment and interviews for office positions

REQUIREMENTS or QUALIFICATIONS

- Knowledge of office administration and HR practices
- Strong communication and team-building skills
- Proficiency in English (reading, writing, speaking)
- Authorized to work in the U.S.; pre-employment drug testing required

SALARY USD 26.00-34.50

LOCATION Honolulu, HI

WORK STYLE Onsite

BENEFITS

- Life & accident insurance
- Pet Insurance
- 401(k) with company matching
- Paid time off
- Wellness program and EAP assistance and much more!

#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.

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会社説明