



## Office & Finance Assistant

Hybrid role (2 days in Tokyo office)

### 募集職種

#### 採用企業名

カスタムメディア株式会社

#### 支社・支店

Custom Media KK

#### 求人ID

1574515

#### 部署名

Finance & Administration

#### 業種

広告・PR

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

#### 外国人の割合

外国人 半数

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 港区

#### 最寄駅

日比谷線、 神谷町駅

#### 給与

350万円 ~ 500万円

#### 勤務時間

9:30am - 6:30pm, Monday to Friday

#### 休日・休暇

Saturdays and Sundays, National Holidays and Paid Vacation

#### 更新日

2026年03月06日 14:00

### 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 (英語使用比率: 75%程度)

#### 日本語レベル

ネイティブ

#### 最終学歴

大学卒: 学士号

## 現在のビザ

日本での就労許可は必要ありません

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## 募集要項

Custom Media is an award-winning integrated marketing agency based in central Tokyo. We are seeking a reliable, detail-oriented, and proactive Finance & Office Assistant to support our financial operations and office administration.

This is a hybrid role suited to someone who enjoys variety, takes ownership of their work, and can manage both numbers and day-to-day office coordination with confidence.

### The Job:

This position supports both finance operations and office/administrative functions. The role is hybrid, requiring at least two days per week working from our Kamiyacho office.

The ideal candidate will be a native Japanese speaker with a good command of English and over three years of office administrative experience.

### Job Description:

#### Key Responsibilities

##### Finance & Accounting Support

- Manage **Accounts Payable and Accounts Receivable**, including:
  - Processing vendor invoices and payments in coordination with our outsourced accounting partner
  - Issuing and processing client invoices
- Assist with **bank and account reconciliations**
- Handle **staff expense claims** and manage petty cash reporting
- Provide general administrative support to the finance function, including filing, documentation, and responding to internal inquiries
- Support day-to-day financial operations as needed

##### Office Administration & HR Support

- Manage incoming and outgoing communications, including phone calls and postal mail
  - Maintain office supplies inventory and coordinate ordering
  - Support **HR-related administration**, including:
    - Coordinating onboarding processes for new hires
    - Liaising with the outsourced accounting firm on HR documentation (health insurance, pension, etc.)
    - Assisting foreign employees with visa-related document preparation
  - Run office-related errands when required (e.g., bank, tax office, law office)
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## スキル・資格

### Experience & Education

- Bachelor's degree
- **3+ years of relevant experience** in finance administration, office administration, or a similar role
- Experience working in a **multicultural environment** is highly valued

### Skills & Competencies

- **Language:** Native Japanese fluency is essential, with a good command of English
- **Organization & Accuracy:** Strong attention to detail, excellent numeracy, and the ability to prioritize and manage multiple tasks
- **Technical Skills:**
  - Proficiency in Microsoft Office and Google Workspace
  - Strong Excel skills (VLOOKUPS and Pivot Tables are a plus)
  - Experience using accounting software
- **Work Style:**
  - Proactive, flexible, and quality-oriented
  - Able to work independently while collaborating effectively with the team
  - Positive and constructive under pressure

### Team Fit

- A collaborative team player who is open to feedback and willing to share ideas
  - Professional, dependable, and service-minded
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## 会社説明