



## Office Manager

Energetic English speaking team

### 募集職種

人材紹介会社

株式会社SPOTTED

採用企業名

Spotted K.K.

求人ID

1578309

業種

人材紹介

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 多数

雇用形態

正社員

勤務地

東京都 23区, 中央区

最寄駅

日比谷線、 築地駅

給与

400万円 ~ 経験考慮の上、応相談

更新日

2026年05月26日 00:00

### 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: 50%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

日本での就労許可が必要です

### 募集要項

SPOTTED is a bilingual executive search and staffing firm based in Tokyo, supporting multinational and high-growth companies across Japan.

We are a small, diverse, English-speaking team and are looking for a reliable and capable Office & Administration Manager to take ownership of our back-office operations.

This is a hands-on role suited for someone who enjoys organization, structure, and supporting a growing team.

### Role Overview

You will be responsible for managing the company's daily administrative and financial support tasks, ensuring that internal operations run smoothly and efficiently.

This role requires strong attention to detail, solid Excel skills, and the ability to communicate confidently in both Japanese and English.

### Responsibilities

#### Back-Office & Finance Support

- Issue and manage client invoices
- Track incoming payments and follow up when necessary
- Process vendor invoices and employee expense claims
- Maintain organized financial records (Excel / Google Sheets)
- Coordinate with external accountant on payroll, tax, and social insurance matters
- Support yearly financial reporting preparation

#### Administrative Management

- Manage employment contracts and documentation
- Handle onboarding and offboarding paperwork
- Maintain internal files and document organization
- Coordinate mail and courier services
- Manage office supplies and vendor relationships

#### Team & Office Support

- Support internal events and company activities
- Assist in planning team gatherings and incentive trips
- Schedule meetings, restaurant bookings, and travel arrangements
- Be a friendly and reliable point of contact for employees

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### スキル・資格

#### Requirements

- 3+ years experience in administration, accounting support, or office management
- Strong Excel / Google Sheets skills (comfortable with formulas, tracking sheets, basic reporting)
- Fluent-level Japanese (written & verbal)
- Business-level English (written & verbal)
- Organized, detail-oriented, and proactive
- Comfortable working in a small, entrepreneurial environment

#### Preferred:

- Experience in a small company or startup
- Experience handling invoices and payroll coordination
- Experience supporting bilingual teams

#### Working Conditions

- Full-time, permanent
- Working hours: 10:00 – 18:00
- Hybrid model: 2 days remote (depending on business needs)
- Location: Shintomicho / Tsukiji

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### 会社説明