



PR/118528 | Administrator (Japanese Speaking)

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1586615

業種

監査・税理士法人

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2026年05月26日 06:00

応募必要条件

職務経験

1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

流暢

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

Our client is looking for an Administrator in Surrey, United Kingdom.

Salary: depends on skills and experience

Full time position

The Administrator provides essential organisational and operational support to ensure the smooth and efficient running of daily business activities. This role is responsible for managing office processes, maintaining accurate records, coordinating communication across teams, and supporting managers with administrative tasks. The Administrator acts as a central point of contact for staff, clients, and external partners, ensuring high standards of professionalism and service.

Key Responsibilities

Manage day to day administrative operations, including scheduling, correspondence, and document preparation

Maintain accurate records, databases, and filing systems (digital and physical)

Handle incoming enquiries by phone and email, directing them to the appropriate departments

Support managers with meeting coordination, minute taking, and follow up actions

Process invoices, purchase orders, and basic financial documentation

Assist with onboarding new employees and maintaining HR records

Coordinate office supplies, equipment, and service providers

Prepare reports, presentations, and internal communications as required

Ensure compliance with company policies, data protection standards, and confidentiality requirements
Provide general support to colleagues and contribute to a positive office environment

Skills & Competencies

Strong organisational and time management skills
Excellent written and verbal communication
High attention to detail and accuracy
Ability to prioritise tasks and work independently
Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
Professional, approachable, and customer focused
Problem solving mindset and willingness to take initiative

(The above job description is subject to change)

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会社説明