



PR/118674 | Administrator (Japanese, Italian, English 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

1604845

業種

その他（商社）

雇用形態

正社員

勤務地

イタリア

給与

経験考慮の上、応相談

更新日

2026年08月25日 11:00

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

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

Position Overview

We are seeking an experienced administrative professional with a background in Japanese companies. The ideal candidate will have strong communication skills in Japanese, English and Italian, capable of supporting daily office operations and acting as a bridge between local teams and Japan headquarters.

Key Responsibilities

- Provide general administrative and office support within a Japanese corporate environment
- Coordinate communication between internal departments and Japan HQ
- Prepare documents, reports, and correspondence in Japanese, English, and Italian
- Support scheduling, meeting coordination, travel arrangements, and expense processing
- Assist with data entry, filing, and maintaining accurate records

- Handle inquiries from internal and external stakeholders professionally
- Contribute to smooth office operations and cross-cultural communication

Required Qualifications

- Japanese language ability
- English language ability
- Italian language ability
- Prior administrative or office support experience in a Japanese company
- Strong organisational skills and attention to detail
- Ability to work effectively in a multicultural environment
- Excellent communication and interpersonal skills

Preferred Qualifications

- Experience liaising with Japan HQ
- Knowledge of Japanese business culture and etiquette
- Proficiency in MS Office (Excel, Word, PowerPoint)

Unfortunately no visa sponsorships are available. Only shortlisted candidates will be contacted.

Looking forward to your application! Thank you.

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会社説明