Accountant and Office Maager

募集職種

人材紹介会社
Advisory Group株式会社

採用企業名
An award-winning integrated marketing agency based in central To

求人ID
1609658

業種
広告・PR

雇用形態
契約

勤務地
東京都 23区, 港区

最寄駅
日比谷線、　神谷町駅

給与
400万円 ~ 500万円

更新日
2026年11月05日 02:00

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

日本語レベル
ネイティブレベル

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

This position provides essential back-office operational support across finance, office administration, and HR functions. The role is structured as a 1-year contract (Keiyakushain) with potential for conversion to a permanent position.

Responsibilities

- **Finance & Accounting:** Manage Accounts Payable (AP) and Accounts Receivable (AR) in coordination with an external accounting partner. Process vendor and client invoices, assist with bank/account reconciliations, handle staff expense claims, and manage petty cash reporting.
- **Office Administration:** Handle incoming/outgoing mail, answer incoming phone calls, maintain office supply inventory, and run office-related errands (e.g., local bank, tax office, legal office visits).

- **HR Administration:** Coordinate employee onboarding and offboarding processes. Liaise with external partners on HR documentation (health insurance, pension) and assist foreign employees with visa-related document preparation.

Working Conditions

- **Work Arrangement:** Hybrid work style (up to 2 days WFH per week; minimum 3 days in central Tokyo office).
- **Hours:** 9:30 AM – 6:30 PM, Monday to Friday.
- **Salary:** ¥4,000,000 – ¥5,000,000 annually.

スキル・資格

- **Experience:** 3+ years of relevant experience in finance administration, office administration, or a broad back-office support role.
- **Language Proficiency:** Native-level Japanese fluency paired with fluent English communication skills (written and spoken).
- **Education:** Bachelor’s degree or equivalent qualification.
- **Technical Skills:** Proficiency in Microsoft Office (strong Excel skills including VLOOKUPs and Pivot Tables), Google Workspace, and experience using accounting software.
- **Core Competencies:** Proven ability to manage and prioritize multiple responsibilities across Finance, HR, and Administration.
- **Personal Attributes:** Strong attention to detail, excellent numeracy, strong organizational and time-management skills, and experience working effectively in a multicultural environment.

会社説明