



Administrative Assistant

¥280K–¥320K/month | Global Environment

募集職種

採用企業名

Mediabound株式会社

求人ID

1611248

業種

旅行・観光

会社の種類

中小企業 (従業員300名以下)

雇用形態

正社員

勤務地

東京都 23区

給与

300万円 ~ 400万円

勤務時間

In accordance with company regulations

休日・休暇

In accordance with company regulations

更新日

2026年09月15日 01:00

応募必要条件

キャリアレベル

新卒・未経験者レベル

英語レベル

日常会話レベル

日本語レベル

流暢

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

«Job Description & Position Highlights»

- Responsible for administrative tasks such as data entry, document preparation, and schedule management
- Acquire a wide range of back-office skills starting from no prior experience and grow in an English-speaking environment
- Play a key role in supporting the team at a rapidly growing global startup
- Monthly salary of 280,000 to 320,000 yen; we offer a stable, full-time position with on-site work where you can utilize your English skills

【Job Responsibilities】

“Looking for an office job where you can also use English?”

Mediabound is actively hiring an Administrative Assistant to support our growing team. We value attitude, organization, and reliability over experience.

< What You'll Do >

- Data entry and management (Excel, etc.)
- Prepare and organize documents
- Support internal teams and operations
- Schedule coordination and calendar management
- Email communication and general admin tasks

< Why This Job >

- No prior experience required
- Work in a global, English-speaking environment
- Gain broad administrative and business skills
- Be part of a fast-growing startup

【Employment Type】

Full-time

【Salary】

¥280,000 – ¥320,000 / month

【Working Hours】

In accordance with company regulations

【Work Location】

In accordance with company regulations

*On-site

【Holidays & Leave】

In accordance with company regulations

【Benefits & Welfare】

In accordance with company regulations

スキル・資格

“Simple work on the surface — essential to everything behind the scenes.”

Apply now.

【Requirements】

- Business-level Japanese
- Business-level English

【Ideal Candidate】

Who This Is For:

- People looking to start an office career
- Strong organizers and detail-oriented individuals
- Team players
- Those who want to work in an international environment

会社説明