

PR/087636 | Senior Operations & Administration Specialist

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1614161

業種
その他（メーカー）

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2026年11月03日 05:00

応募必要条件

職務経験
6年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
日常会話レベル

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 SUMMARY
A growing manufacturing company is seeking a Senior Operations & Administration Specialist to support its U.S. operations. This position will oversee a wide range of responsibilities, including operations, accounting, budgeting, HR coordination, and office administration, while working closely with management on business planning and day-to-day operations. The role offers the opportunity to become a key contributor to the company's continued growth and success.

RESPONSIBILITIES
- Manage accounting, financial reporting, budgeting, forecasting, cash flow management, and coordination with external CPA firms.
- Oversee credit control, accounts receivable management, audit support, and financial performance analysis.
- Coordinate payroll, employee benefits, HR administration, onboarding/offboarding, and employment compliance activities.
- Manage office operations, facilities, vendor contracts, and relationships with external service providers, including IT, banking, insurance, and payroll partners.
- Support order processing, logistics coordination, customer support administration, and day-to-day business operations.

- Prepare management reports, KPI analysis, and operational insights while partnering closely with leadership to drive business growth and operational efficiency.

QUALIFICATIONS

- 5+ years of experience in accounting, finance, operations, HR, or corporate administration
- Strong knowledge of U.S. accounting principles, budgeting, and financial reporting
- Advanced Excel skills and experience working with financial and operational data
- Ability to work independently and manage multiple priorities in a hands-on environment
- Experience working with external vendors such as CPA firms, payroll providers, and business partners
- Japanese language skills and experience working in a Japanese-affiliated company are highly preferred

SALARY USD 65,000 - 85,000

LOCATION Novi, MI

BENEFITS

- Health, Dental, and Vision insurance
- Paid time off, paid sick leave and Paid holidays
- 401(k)

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会社説明