



PR/087650 | Office Supervisor

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1614166

業種

レストラン・フードサービス

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09月22日 10:25

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

流暢

日本語レベル

無し

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 food distribution company is seeking an Office Supervisor to oversee daily office operations and provide administrative support in accordance with company policies and standard operating procedures. Responsibilities include supervising office and clerical activities, coordinating administrative processes, maintaining accurate records, supporting branch operations, and ensuring efficient communication between internal teams. This position works closely with the Office Manager and Branch Manager to ensure smooth operations and support overall business objectives.

RESPONSIBILITIES

- Oversee daily office operations, including order processing, recordkeeping, and customer service activities
- Supervise, train, and support office staff, including attendance and performance management
- Coordinate with sales, logistics, HQ departments, vendors, and external partners to ensure smooth operations

- Prepare reports, maintain accurate records, and support regulatory and compliance requirements
- Assist with inventory management, discrepancy resolution, and import/customs-related administration
- Support branch management with process improvements, recruiting, budgeting, and other operational initiatives as needed

QUALIFICATIONS

- Supervisory or team leadership experience in an office or administrative environment
- Strong knowledge of general office operations, A/R and A/P documentation, and administrative processes
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and general computer applications
- Excellent organizational, multitasking, and time management skills with the ability to meet deadlines
- Self-motivated and detail-oriented, with the ability to work independently and train team members
- Strong English communication skills and a reliable, professional work ethic with flexibility to work extended hours as needed

SALARY USD \$26.60-35.50/HR

LOCATION Honolulu, HI

WORKING HOURS Monday - Friday 8:00 AM to 5:00 PM

BENEFITS

- Health, dental, vision, life & accident, and pet insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance and much more!

#LI-JACUS #LI-US #countryUS

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会社説明