

PR/118815 | 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
1621257

業種
その他（商社）

雇用形態
正社員

勤務地
イギリス

給与
経験考慮の上、応相談

更新日
2026年11月03日 11:06

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
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
- 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

- Italian language ability
- 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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明