

PR/087784 | Assistant Manager

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1621821

業種
アミューズメント・エンターテイメント

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10日 11:28

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
流暢レベル

日本語レベル
流暢レベル

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

Assistant Manager, HR & General Affairs (Bilingual Japanese/English)
Location: Irvine, California (Onsite)
Salary: $80,000 - $85,000 annually
Hours: Monday - Friday, 9:00 AM - 6:00 PM
Reports To: Accounting Manager

Overview
A growing Japanese entertainment company is seeking a bilingual (Japanese/English) Assistant Manager to support the operations of its Irvine office. This position will play a key role in office administration, human resources, general affairs, and coordination with the company's headquarters in Japan.

The ideal candidate will have experience in HR and administrative functions, as well as the ability to facilitate communication between U.S.-based employees and Japanese stakeholders. Some exposure to accounting, financial administration, or budget reporting is preferred.

Key ResponsibilitiesHuman Resources
- Support day-to-day HR operations and employee administration.

- Assist with onboarding and offboarding processes.
- Maintain employee records and HR documentation.
- Coordinate employee benefits and HR-related inquiries.
- Assist with employee relations and workplace policies.
- Support recruitment activities and coordination with external partners.

General Affairs / Office Administration
- Oversee general office administration and facility-related matters.
- Coordinate office vendors, supplies, and service providers.
- Assist with office operations for a growing organization.
- Maintain company records and internal documentation.
- Support company events, meetings, and administrative projects.

Financial & Administrative Support
- Assist with preparation and consolidation of financial and administrative reports.
- Coordinate with the Accounting Manager regarding expenditures, budgets, and reporting requirements.
- Support communication with headquarters regarding financial information and operational matters.
- Assist with invoice tracking, document management, and related administrative activities.

Communication & Coordination
- Serve as a liaison between the U.S. office and headquarters in Japan.
- Translate and interpret business communications as needed.
- Coordinate cross-functional communication across departments and international stakeholders.
- Ensure smooth information sharing and administrative alignment between locations.

QualificationsRequired
- Business-level fluency in both Japanese and English.
- Experience in Human Resources, General Affairs, Office Administration, or Corporate Administration.
- Strong organizational and communication skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Proficiency with Microsoft Office applications, including Excel, Word, and Outlook.

Preferred
- Experience working for a Japanese company or in a bilingual corporate environment.
- Basic knowledge of accounting, budgeting, payroll support, or financial reporting.
- Experience supporting communication between U.S. and Japan-based teams.
- Understanding of office setup, administration, or operational support functions.

Benefits
- Competitive salary
- Health and welfare benefits
- Paid time off and company holidays
- Opportunity to help establish and support a growing U.S. office
- Collaborative international work environment

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