



Business Administration

Job description

- Process development, execution, and management of staff in charge of all business administration operations (approval management, invoice management, reimbursement expense management, labor management, contract management, IT, etc.) at subsidiaries, and close coordination with internal divisions at head office

Requirements

- General-purpose business skills (logical thinking, problem management, problem solving, communication skills, etc.)
- Minimum 5 years of experience in business administration, and willingness to grow with additional work experience

Preferred experience/skills

- More than 3 years of experience doing business administrative work in English
- Experience in general back-office operations at a manufacturing company, service provider, etc.
- Experience in consulting or other services related to back-office operations

Desired candidate profile

- Someone who has a clear understanding of the objectives to be achieved, designs workable processes involving diverse stakeholders, and is strongly committed to achieving the business goals

Core values

- A sense of engagement and responsibility towards Spiber's projects
- The ability to take an active role in contributing to the team's mission

- The capacity for flexibility in the pursuit of maximizing the team's performance
- Willingness to step outside individual areas of specialization
- An appreciation for new experiences and challenges
- Ability to deliver and share our company's culture and image
- Ability to work under pressure and react to an ever-changing environment

Location

- Subsidiary office (Shibuya, Tokyo)

Benefits

- Various types of insurance (employment insurance, workers' accident compensation insurance, health insurance, employee pension)
- Optional defined contribution pension plan
- Mental health support (consultation with external clinical psychologists)
- Employee stock ownership plan
- Flexible work options to suit various types of work (shortened working hours and remote work are available)
- Childcare center enrollment in the nursery is available for all employees with children from age 6 months to 5 years
*Possibility of enrollment will need to be confirmed in advance, as admission depends on the number of vacancies available
- In-house social gatherings
- Business trip allowance

Pre-employment

Support system for those who move from overseas to Tsuruoka, Japan

- Information on moving to Tsuruoka and a Q&A session before the final selection process
- Support for entry (visa application, transportation upon arrival in Tsuruoka, etc.)
- Support for daily life in Tsuruoka (employee accompaniment as needed to find housing, set up living infrastructure, complete procedures at various locations, other accompaniments as necessary, etc.)
- Spiber is able to pay for the initial housing costs upfront, and the employee can repay the amount at a later date
- Transportation from country of residence to Tsuruoka

Post-employment

Support system for a smooth in-house communication

- Free in-house language classes
- Language mentor system (for non-business support as well)
- In-house language support team for language-related consultation and support (such as interpretation at meetings and interviews as needed)
- Support for daily life (housing-related troubleshooting, vaccinations, accompaniment to hospital visits in case of illness, etc.)

How to apply

- Please send your application documents through the application form on our website (<https://www.spiber.inc/en/join/form/>). Please select "Finance & Administration" on the form and mention that you are applying for the role of Subsidiary Management in the "Comments" box.
- Spiber welcomes people of any race, faith, gender, gender identity, marital status, age, socio-economic status, education, appearance, and disability. Please let us know if you need any accommodations so that we can provide the assistance you desire.