

ANTON G.K Japanese English Bilingual General Admin Assistant

2026-05-22 18:47:53

Company name

ANTON G.K.

Job description

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Job Description

We are looking for a **Japanese-English bilingual** general admin assistant to support real estate and office administration tasks. Real estate industry experience is not required. We welcome candidates with general office administration experience who can handle documents, data entry, email communication, and scheduling accurately and professionally.

Specialized real estate judgments, contract explanations, and legally regulated tasks will be handled by the licensed or responsible person. This position is for administrative support only.

Main Responsibilities

- Entering and updating property information
- Assisting with property flyers, sales sheets, and marketing materials
- Assisting with collection of property-related documents such as registry records, maps, zoning information, and other public documents
- Scanning PDF conversion, filing, and organizing documents and data
- Email communication with clients, real estate companies, management companies, and other business partners

- Drafting simple emails in Japanese and English
- Data entry using Google Sheets, Excel, and related tools
- Organizing invoices, receipts, internal management sheets, and schedules
- General scheduling and administrative coordination
- Other general administrative and real estate support tasks

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Required Qualifications

- General office administration experience
- Japanese and English bilingual, already hold a valid Japan visa (We can't provide visa sponsorship)
- Strong PC skills in Word, Excel, PowerPoint, Google Sheets, Gmail, and related office tools
- Availability to work weekdays from 10:00 a.m. to 1:00pm or 2:00 p.m., 4~5 days per week (60 hours per month)
- Strong accuracy in data entry and document organization
- Ability to handle confidential information, personal information, and contract-related documents carefully

Preferred Qualifications

- Administrative experience at a real estate company, property management company, law firm, accounting firm, or similar professional office
- Interest in real estate, hospitality, or cross-border client support

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Working Hours

- 10:00 a.m. to 2:00 p.m (**negotiable**)
- Weekdays, 4~5 days per week
- Approx. 60 to 70 hours per month

Days Off

- Saturdays, Sundays, and public holidays
- Year-end and New Year holidays

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Anton Woermann

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Please send resume by email to contact@japandirealty.com

Start date: Preferably June 1, 2026, earlier is possible and negotiable

Job Type: Part-time

Pay: 120,000? - 147,000? per month

Average number of scheduled working hours (monthly): 60 hour(s)

Email

contact@japandirealty.com