

**Job Title: General & Administrative (G&A) Administrator**

**Location: Japan**

**Reporting to: Managing Director, Japan**

**Roles and Responsibilities:**

**1. Office Administration:**

- Oversee daily office operations, ensuring a smooth and efficient working environment.
- Manage office maintenance, including liaising with building management and external contractors.
- Handle mail distribution, courier services, and office supply inventory management.

**2. Procurement and Vendor Management:**

- Select and manage relationships with company insurance vendors.
- Oversee the procurement process, including raising and managing purchase orders (POs).
- Coordinate with and manage external consultants and service providers.

**3. Corporate Secretarial:**

- Working closely with our appointed corporate secretarial service vendor in ensuring timely filing of annual meeting and other documents, maintaining corporate records, supplying the board with resources and other matters for the board and its committees for statutory compliance.

**4. Consultant and Service Provider Management:**

- Approve hours submitted by external consultants and ensure they align with agreed-upon terms.
- Check invoices against purchase orders and planned hours to ensure accuracy before approval.



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**5. Payroll and Expense Management:**

- Process payroll accurately and on time.
- Audit employee expense claims to ensure compliance with the company's expense claims policy.
- Manage company assets and equipment, including laptops and other office devices.

**6. Coordination with External Vendors:**

- Act as the liaison between the company and external HR/Accounting vendor iAP.
- Provide translations of payment documents when necessary.
- Coordinate with HR based in Qingdao and the Finance Shared Service team in Shanghai.

**7. Lease and Asset Management:**

- Track and manage the office lease, ensuring all lease obligations are met.
- Maintain an up-to-date inventory of office assets and ensure proper allocation and maintenance.

**8. Employee Support:**

- Assist with the onboarding and offboarding processes for employees.
- Provide administrative support for employee-related matters, including benefits administration and records management.

**9. Leave Management:**

- Record any overtime work applied by employees which has been approved by Managing Director Japan, and report to HR timely.
- Remind employees to utilize comp off within one month after their overtime work in case of any forfeiture, then record any utilized comp off and report to HR timely.
- Record any types of leaves & vacations applied by employees, and make sure Managing Director Japan has approved on FIORI system timely.



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- Inform every employee about their latest Leave Balance at the end of each season, and remind them to take leaves whenever it's available in case of any forfeiture.
- Update and report Leave Balance timely when it's required.

#### **10. Compliance and Auditing:**

- Ensure compliance with local regulations and company policies.
- Prepare and support internal and external audits as needed.

#### **Qualifications and Skills:**

- **Education:** Bachelor's degree in Business Administration, Accounting, or related field.
- **Experience:** Minimum of 3 years of experience in administrative roles, preferably in a multinational company.
- **Skills:**
  - Strong organizational and multitasking abilities.
  - Excellent communication skills, both written and verbal, in Japanese and English.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
  - Familiarity with payroll processing and expense auditing.
  - Ability to liaise effectively with internal and external stakeholders.
  - High attention to detail and problem-solving skills.

#### **Work Environment:**

- The role is based in the Japan office, with occasional travel to other office locations as required.



**How to Apply:**

Interested candidates are invited to submit their application, including a resume and a cover letter detailing relevant experience and achievements. Please send your application to [Applications.japac@snpgroup.com](mailto:Applications.japac@snpgroup.com).