



Ashinaga Foundation

Sabo Kaikan 4F, 2-7-5 Hirakawacho, Chiyoda-ku, Tokyo 102-8639 Japan

Tel: 03-3221-0888

Email: info@ashinaga.org



en.ashinaga.org



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Senior Administrator Ashinaga Foundation (Tokyo)

The Ashinaga Foundation is an NGO based in Tokyo that strives to provide educational access to young people who have experienced the loss of one or both parents. In 2001, Ashinaga expanded beyond its domestic activities and now supports a global community of young people with a focus on Sub-Saharan Africa through the **Ashinaga Africa Initiative (AAI)** leadership program. In order to support orphaned scholars from various African countries, we have staff members from all over the world and the Senior Administrator need to work in close liaison and coordination with Ashinaga's overseas offices in six countries. The Senior Administrator will work in an international environment with a diverse staff as the back office supporter for all the teams in the department.

General	Start Date: From October 2022 Location: Tokyo, Japan (2-3 days per week remote work allowed)
Duties	<p>We are looking for a AAI Senior Administrator based in the Tokyo office to support the Ashinaga Africa Initiative (AAI). The role will be including Administration and Accounting support within the department. As AAI Senior Administrator, your duties would entail:</p> <ol style="list-style-type: none">1) AAI Administration role:<ul style="list-style-type: none">● Make internal process documents(proposals) regarding AAI staff's HR issues and general affairs.● Arrange for new employee on-boarding(Including visa process support)● Coordinate with business partners. (e.g, Japanese lesson teachers for scholars, scholars' house owners, etc.)● Arrange logistics for scholars' gathering.● Arrange AAI scholars selection committee conference.● Make meeting minutes.(both in English and Japanese)● Make necessary announcements. (both in English and Japanese)● Improve work environment for department staff. (e.g, to prepare to loan Wi-Fi for staff, to provide supplementary explanation of regulations for better understanding in English, etc.)● Liaise with other departments related to general affairs.● Other duties (e.g, to translate internal emails, to arrange work report sheets, etc.)2) AAI Accounting support role:<ul style="list-style-type: none">● Support for checking and correcting the contents of accounting documents and business trip-related documents, and translating English documents into Japanese.● Provide support and guidance to department staff (including international staff) when making accounting documents.● Record activity expenses partially within the department.● Assist accounting for overseas offices.● Manage corporate credit cards and assist in the preparation of documents.



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	<ul style="list-style-type: none"> • Arrange overseas travel insurance for staff and scholars. • Liaise with other departments related to accounting matters. <p>3) Others:</p> <ul style="list-style-type: none"> • Support and cooperate in the work of other departments of Ashinaga when necessary.
Requirements	<p>Mandatory</p> <ul style="list-style-type: none"> • 【English】 Business level (Ability to negotiate and consult with local staff in overseas offices on a daily basis via online meetings and email regarding budgets and business issues.) • 【Japanese】 Native or Business level • Understanding of the mission/purpose of the AAI and the underlying values of the Ashinaga Foundation. • At least Five years of work experience either in non-profit or profit-making company.(Better if you have experience working in English) • Respect for others and a positive and cooperative attitude toward work. • Flexible and being comfortable working in a multi-cultural environment. • Have good communication and reporting skill, as well as proactively make suggestions for improvement in view of the situation around them. • General Computer skills(word, excel) <p>Preferred</p> <ul style="list-style-type: none"> • Experience using English in a work environment. • Fundamental accounting knowledge and skills.
Benefits	<p>Salary:</p> <ul style="list-style-type: none"> • 230,000-300,000 JPY/month; Based on Ashinaga's salary regulations. Includes housing allowance, support allowance, and adjustment allowance. • Salary commensurate with experience. • Fixed-term contract for the first year, to be converted to permanent employment from the second year) <p>Other Benefits:</p> <ul style="list-style-type: none"> • Employee insurance program • 20 paid holidays per year (excluding national holidays and weekends).
How to Apply	<p>To apply, using Subject: "NAME - AAI Senior Administrator", please submit by email your CV/resume and a one-page cover letter by July 15th 2022 to:</p> <ul style="list-style-type: none"> • Chieko Nanayama, HR Project Manager and Yusuke Utsugi, HR staff (recruit@ashinaga.org)
Contact	<p>Ashinaga Foundation Ashinaga Africa Initiative Sabo Kaikan 4F, 2-7-5 Hirakawacho, Chiyoda-ku, Tokyo 102-8639 Japan TEL : 03-3221-0888</p>