



External Vacancy Notice

General Administration of London Office & EMEA (Regional Headquarters for Europe, Middle East and Africa)

JOB TITLE	General Administration Assistant (Full Time)
LOCATION	Hammersmith, London
PURPOSE	To support the EMEA Administration management with the administration of EMEA Human Resources and General Administration environment within TC2 and act as support for accounting processes in EMEA Accounting.
SCOPE OF ROLE	EMEA
REPORTING	Assistant Manager & Manager, Administration
ACCOUNTABILITIES	<ul style="list-style-type: none"> • Support with the checking and submission of the local ground staff and expatriate payrolls and other EMEA payrolls to ANA's payroll providers. • Support for day to day HR related duties including but not limited to the provision of the company pension scheme, private health care scheme, maternity leave, annual leave, travel benefits, on/off boarding of employees, attendance monitoring, updating Employee Handbook and disciplinary and grievance handling. • Preparation of internal and external advertisements for EMEA recruitment, managing the recruitment database, scheduling interviews, assisting with assessments days, preparing induction packs, carrying out inductions and reviews for all non-supervisory staff and preparing offers and contracts and obtaining references. • Support for the key elements of expatriate employee welfare such as visa arrangements, opening of bank accounts, finding suitable accommodation, dealing with utility providers if there are issues, etc. • Process and check supplier invoices and uploading into DWA. General administrative support for accounts team. • Process and check of employees' daily and travel expenses. • Submission of Operation and Codeshare Permits to authorities within TC2 • Responsible for the annual submission of Company accounts to Companies House and update of Board Members. • Support the management and planning of the Senior Vice President's daily schedule and arrangements for ANA Executives from Head Office on business in the UK. • Preparations for annual ANA's Way Survey and general support for CS/ES Activities. Arrangement of annual HDQ Training for TC2 staff and planning & arrangement of regional training TC2 staff as required.

	<ul style="list-style-type: none"> • Health & Safety monthly checks and update of manuals. Arrangement for periodic (re)training for first aid, fire wardens, PAT testing, etc. • Support with duty travel requests, MyID bookings, EF00 requests. • Support for ad hoc projects and administrative tasks within the London Administration Department and EMEA Administration generally. • Support to the Administration team with administration duties and provide back-up cover for other staff on annual leave. • Troubleshooting building maintenance issues and day to day supervision of LON CTO contractors / suppliers. • Ordering of office supplies. • Reception, post, courier and co-mail duties.
KNOWLEDGE, QUALIFICATIONS & SKILLS	<ul style="list-style-type: none"> • Ability to work without direct supervision, possesses excellent organisational skills and ability to keep to deadlines without reminder. • Intermediate level of proficiency in MS Office, in particular Word, Excel and PowerPoint. • Ability to multitask and work with a high degree of accuracy. • Excellent communication skills, both written and oral, in English with a polite and friendly manner, able to communicate at all levels. • Japanese language skills are desirable. • Knowledge of SAP/R2 (accounting interface) desirable. • CIPD Level 3 or above qualification desirable.
Estimated Start Date	Immediate Start
Benefits	<ul style="list-style-type: none"> - Company Pension - Subsidised Commuting Allowance - Subsidised Gym Membership - Life Insurance - Private Medical Insurance (Currently includes dental and optical cover) - Sick Pay - Meal Allowance - Flight Benefits
Working Hours	37.5 Hours per week, Office hours, Mon-Fri
How to apply	You should hand your application to your immediate manager and send it to recruitment_emea@ana.co.jp
Closing Date	20 July 2025
Others	All applicants must have the right to work in the UK.