

****Position: Chief Administrative Officer (CAO)****

This role involves overseeing and managing the entire company's administrative and operational functions, playing a central role in the efficient operation of the company. Currently vacant, the CAO will not only handle managerial tasks but also contribute to setting the direction and organizational management of the entire company.

****Responsibilities:****

- Operational management of the organization, including the supervision of daily operations, administrative processes, staff management, and resource allocation
- Oversight of initiatives within the organization, ensuring efficient support for projects and organizational initiatives
- Development and implementation of strategies for optimizing business processes
- Formulation and updating of policies and procedures for the organization, ensuring implementation and compliance internally
- Communication and collaboration with stakeholders, both within the organization and external, sharing information related to organizational management

****Required Skills:****

- Experience in administrative and organizational management in a business company (candidates from consulting firms are also welcome)
- Broad perspective on organizational management, human resources, finance, and business development, with the ability to make comprehensive judgments
- Global knowledge of human resources/labor and proficiency in English for seamless business communication
- Proficiency in Excel, PowerPoint, and Word to independently create documents and presentations
- Willingness to perform hands-on tasks, currently engaged in practical work
- Ability to handle a wide range of support tasks as part of the back-office department
- Proactive in establishing mechanisms for internal control enhancement

****Preferred Skills:****

- Knowledge of administrative procedures in European (especially France), African, and Asian countries
- Experience with administrative procedures in overseas settings

****Employment Type:****

Full-time

****Recruitment Criteria:****

While there is no age limit, candidates under 35 are preferred to encourage long-term career development.

****Salary:****

Negotiable

****Work Location:****

Tokyo Office / Locations designated by the company, including employees' homes and other specified places.

****Working Hours:****

Flexible working hours

****Days Off:****

Regular days off: Every Saturday and Sunday, National holidays

Holidays: Summer vacation / Year-end and New Year holidays *Details determined separately based on the annual calendar. Annual paid leave

****Report Line:****

Chief Executive Officer (CEO)

****About SORA Technology Corporation:****

SORA Technology is on a mission to bring about a transformation in people's lives from the "sky (SORA)" by creating a new social infrastructure centered around drones and air mobility. With a global perspective, the company aims to implement pioneering solutions to urgent social issues in developing countries, such as infectious diseases like malaria and last-mile delivery. Learn more at [SORA Technology's website](<https://sora-technology.com/>). Additionally, leveraging operational and technical knowledge gained in developing countries, SORA Technology is also committed to reverse innovation in advanced countries, realizing a sustainable society that can withstand disasters and epidemics using "sky (SORA)" and ensuring the safe management and integration of "sky (SORA)" worldwide.