



## General Affairs Manager @Space Company

### Job Information

**Recruiter**

SPOTTED K.K.

**Job ID**

1458546

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7.5 million yen ~ 9 million yen

**Refreshed**

August 7th, 2024 04:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

My client, a highly innovative SpaceTech company headquarters in Japan, is looking for a General Affairs Manager to join their team.

This is a unique opportunity to be part of a dynamic and multi-national team and to work within the space industry at an ambitious company that is working to change this planet and its place in this solar system.

My clients offers hybrid work with a flex-time working system, a truly international working environment within a global team, as well as highly competitive salary.

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Supervising General Office Administration includes planning and implementing projects that impact the entire office and/or specific departments including: •Analyzing and developing office or department budgets •Implementing corporate programs and requirements at the global office level •Planning internal events and programs to enhance employees' engagement •Analyzing and making strategies in Safety and Health management •Coordinating with internal/external stakeholders to solve issues

**Basic Qualification** - Policy and implementation strategy for short-term results (1year or less). - Problems faced are difficult to moderately complex. - Influences others outside of own job area regarding policies, practices, and procedures. - Flexibility and deep understanding for diversity. - Business English and Japanese skills

**Preferred Qualification** - Certification of fire and disaster prevention management - Certification of health management - Experience of team management with multi-cultural members. - Experience in managing shareholder meetings in a listed company.

会社全体もしくは特定の部門に係る以下の企画遂行を含む総務業務全体の管理：•オフィスおよび部署の予算の管理分析•グローバルオフィスレベルでの業務および必要案件の実行•従業員のエンゲージメント向上を目的とした社内イベントやプログラムの企画•安全衛生管理における分析と戦略立案•課題解決のための社内外の主要関係者との調整

短期間（1年もしくは未満）での着地を見込んだ企画戦略の実施 調整が困難な課題への対処 業務所管以外の分野での業務調整、手順やルール整理などの他部門への影響力 ダイバーシティへの深い理解と柔軟な考え方 ビジネス英語と日本語

防火防災管理者資格 衛生管理者資格 多国籍メンバーで構成されるチームのマネジメント経験 上場会社での株主総会運営の経験

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Company Description