



【福岡勤務】 Community Operations Coordinator | オフィス・ファシリティマネージャー

スピード感のある環境経験した事ある方にはピッタリ！スタートアップ業界の支援を行う

Job Information

Hiring Company

[CIC Japan G.K.](#)

Job ID

1500614

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Fukuoka Prefecture

Salary

Negotiable, based on experience

Refreshed

February 13th, 2025 15:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

ABOUT CIC & CIC FUKUOKA

CIC builds and operates a global network of innovation campuses where startups, scale-ups, corporations and public entities connect, work, and grow. Founded in 1999, CIC manages more than 111,000 square meters of innovation-focused workspace, laboratories, and event space across North America, Europe and Asia. Additionally, CIC develops innovation-related programming, builds and enables industry clusters, and provides world-class innovation consulting.

CIC Fukuoka will combine workspace and high-impact programming to become a physical center of gravity for the innovation community and help to connect the region to the global innovation ecosystem. The strategic expansion will mark CIC's second innovation campus in Japan and tenth global location. CIC Fukuoka will occupy the 7th floor (approx. 3,500 m²) of the Shin-Fukuoka Building, and will have approximately 140 private offices and a coworking space with approximately 40 seats, as well as conference rooms, a kitchen/cafe space, a game room and other amenities that can be shared by tenants.

YOUR DAY-TO-DAY WORK

You will join a Community Operations Team to satisfy the day-to-day needs of our clients. Some work will be independent while at other times it will require collaboration with other members of the CIC staff.

Potential responsibilities will include:

- Developing and nurturing positive relationships with CIC clients, ensuring their satisfaction through timely and tailored responses to their inquiries and needs.
- Handling a variety of client requests creatively and effectively, from office rearrangement to event hosting.
- Stocking and maintaining supplies in kitchens and conference rooms, while also ensuring the upkeep of regular systems like print stations and conference room setups, offering assistance as needed.
- Facilitating new client onboarding, including system registration and office setup, as well as assisting existing ones with office moves and special event preparations in conference rooms.
- Supporting front desk operations with focus on excellent service and assisting other teams with special projects as needed.
- Organizing community events to encourage networking among clients.

Required Skills

ABOUT YOU

We value service-minded, reliable, and independent thinkers who may not know everything on day one but are bright, curious, and eager to learn. As our ideal candidate, you should confidently take ownership of tasks, be personable and enjoy helping others, and possess a self-motivated attitude towards learning our business in-depth. Your approach should be detail-oriented and organized, with strong time management skills. You're expected to be a team player who can maintain positive relationships and communicate professionally, treating everyone equally and contributing fresh ideas.

YOU HAVE

- Ideally at least 1-2 years of experience in a fast-paced environment, which could be from a company, internship, NGO, or any other organization.
- Fluency in Japanese and strong English proficiency.
- Ability to legally work in Japan. (CIC is unable to sponsor visas for this role at this time.)

OUR OFFER

- Permanent contract.
- Commuting / transportation allowance.
- Massage session once a month.
- Allocated budget for training (customized to specific requirements of the role and organization's objectives).

Please submit your application in English. Thank you!

CIC welcomes all candidates regardless of race, color, ancestry, gender identity or expression, religion, national origin, sexual orientation, age, citizenship, marital status or disability. We are proud to be an equal opportunity employer.

Company Description