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Office Manager - Global Financial Services Firm

Office Manager - 12M

Job Information

Recruiter
[Michael Page](#)
Job ID

1516571

Industry

Asset Management

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

11 million yen ~ 12 million yen

Refreshed

January 21st, 2025 13:29

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This key leadership role oversees office operations and general affairs for a Tokyo-based office, ensuring efficiency, compliance, and alignment with global business goals. The position involves managing daily operations, leading a significant relocation project, and driving team performance.

Client Details

The firm is a global organization recognized for its innovation, collaboration, and operational excellence. They offer an exciting opportunity to lead impactful initiatives in a professional, forward-thinking environment.

Description

- **Oversee Operations:** Manage office operations, facilities, and general affairs.
- **Lead Projects:** Drive the successful execution of a relocation project.
- **Develop Teams:** Manage and support a team of staff to achieve departmental goals.
- **Improve Processes:** Identify and implement process improvements for greater efficiency.
- **Collaborate:** Foster productive relationships across teams and external partners.
- **Ensure Excellence:** Deliver high-quality support services while managing risks and costs.

Job Offer

- Competitive compensation tailored to experience and contributions.
- A unique opportunity to lead a transformative relocation project.
- Professional development in a collaborative, global environment.
- In charge of several projects cross countries

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

Required Skills

- Experience in a professional Office Manager role, including 5+ years in a management role.
 - Strong event management experience.
 - Bilingual in Japanese and English, with strong verbal and written communication skills.
 - Proven experience in team leadership, project management, and operational optimization.
 - Skilled in vendor negotiations, business analysis, and process improvement.
 - Experience in global organizations with a proactive and results-driven mindset.
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Company Description

The firm is a global organization recognized for its innovation, collaboration, and operational excellence. They offer an exciting opportunity to lead impactful initiatives in a professional, forward-thinking environment.