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## [Office Coordinator] - Global Business Services

### [Office Coordinator] - 6M

#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1516691

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 6 million yen

**Refreshed**

January 22nd, 2025 18:48

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

You will create, execute and facilitate high-quality, on-brand experience within Tokyo office. This will be achieved by supporting the needs of office's internal project teams as well as managing the experience of external clients.

#### Client Details

The company is a leading global executive search and leadership advisory firm. With a focus on helping organizations identify and develop top leadership talent, the firm offers strategic guidance and expertise in executive recruitment and leadership consulting across various industries.

#### Description

- Serve as first point of contact with external customers
- Support internal and external events (e.g., team offsites, business development events, etc.) including scheduling, booking meeting space, coordinating catering and managing logistics
- Edit, print, scan and bind documents as needed
- Managing mailing list distribution and selection
- Delivery of gifts for internal recognition as well as external partners
- Office supply management - stocking pantry, office-related communications with landlord

- Office-related administrative work, e.g. Timesheet summary, first contact for vendors including invoices, filing office documentation
- Designated office safety officer

#### **Job Offer**

- Work-from-home option available
- Good work-life-balance with flexibility
- A supportive work environment
- Opportunities for professional development and growth
- Comprehensive benefits package.

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

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#### **Required Skills**

- Experience in General Admin role, such as an Office Manager/Administrator, in a foreign-affiliated office environment.
- Welcome basic knowledge of HR/Finance/IT
- Proactive problem solver, strong business judgement, detail orientation and interpersonal skills.
- Ability to prioritize, manage, and balance a variety of project responsibilities effectively, efficiently and accurately
- Strong communication skills in Japanese (Native level speaker) and English (Upper Business level speaker)
- Strong proficiency in MS Office, Excel and PowerPoint.

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#### **Company Description**

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