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## 【Office Manager】 Global Real Estate

**【Office Manager】 12M JPY**

### Job Information

#### Recruiter

[Michael Page](#)

#### Job ID

1517173

#### Industry

Real Estate Fund

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

8 million yen ~ 12 million yen

#### Refreshed

January 24th, 2025 16:08

### 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

We are seeking a highly organized and proactive Office Manager to support the smooth and efficient functioning of our office in Tokyo. This role is ideal for a candidate who thrives in a dynamic environment and is skilled at overseeing daily office operations, coordinating facilities management, and providing administrative support to ensure a productive workplace.

#### Client Details

We are a leading international real estate group with a strong presence across Asia and a growing footprint in Japan. Our company specializes in developing, managing, and transforming high-quality properties that meet the evolving needs of urban living and business environments.

#### Description

- Oversee all aspects of office management, including facility upkeep, supplies, and equipment.
- Coordinate vendor relationships and manage service contracts for office facilities.
- Act as a primary point of contact for internal and external stakeholders, handling inquiries and coordinating with building management.
- Support onboarding processes for new hires, ensuring workspace readiness and compliance with company policies.
- Develop and implement office procedures and policies to improve efficiency.

- Organize company events and meetings, managing logistics and budget.
- Ensure compliance with local regulations and company standards in health and safety.

#### **Job Offer**

- Career advancement opportunities
- International working environment
- Competitive salary and great company benefits

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

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#### **Required Skills**

- Proven experience in Office Management, Administration, or a related field.
  - Strong organizational and problem-solving skills with attention to detail.
  - Excellent communication and interpersonal skills, with proficiency in both Japanese and English.
  - Proficiency in office software and systems, with a proactive approach to utilizing technology to improve office operations.
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#### **Company Description**

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