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【Office Manager】 Tech Industry

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## Job Information

### Recruiter

[Michael Page](#)

### Job ID

1517537

### Industry

System Integration

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

6 million yen ~ 12 million yen

### Refreshed

January 27th, 2025 18:16

## 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

The Office Manager will manage daily operations, provide administrative support, and collaborate with global teams to drive consistency and efficiency.

### Client Details

A global leader in providing innovative solutions across healthcare, finance, and logistics industries. With a commitment to excellence, they empower organizations through cutting-edge technology and a collaborative work culture. They operate in over 80 countries, offering employees growth and exposure in a truly international environment.

### Description

- Oversee all administrative functions, including travel coordination, vendor management, and event planning.
- Manage office facilities and lead improvement projects for efficiency and innovation.
- Supervise and mentor administrative staff to achieve operational goals.
- Drive compliance with health and safety standards and maintain key documentation.
- Support senior executives with scheduling, reporting, and coordination tasks.
- Prepare budgets, manage expenses, and optimize office resources effectively.
- Build relationships with external vendors and negotiate service agreements.

- Facilitate onboarding, offboarding, and employee support processes.

#### **Job Offer**

- frequent opportunities to use English in communications and projects, allowing you to enhance your language skills.
- Working with a global company allows you to interact with diverse teams and clients across different regions, enhancing your international business perspective.
- Flexible working arrangements, allowing you to balance your personal and professional commitments while maintaining productivity.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

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#### **Required Skills**

- Prior experience in a corporate Office Manager role.
  - Exceptional organizational and interpersonal skills, with a proven track record of results.
  - Strong attention to detail, adaptability, and ability to thrive in a fast-paced environment.
  - Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Teams).
  - Business level English and Native level Japanese.
  - Positive, proactive, working attitude.
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#### **Company Description**

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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