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Office Manager - Global Investment Firm

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Job Information

Recruiter
[Michael Page](#)
Job ID

1521326

Industry

Private Equity Fund, Venture Capital

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7.5 million yen ~ 12 million yen

Refreshed

February 7th, 2025 18:44

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

A global investment firm is seeking an Office Manager to oversee daily operations, facilities, vendor management, and compliance for its Tokyo office. This is a critical role ensuring smooth office functions, supporting business operations, and enhancing workplace efficiency.

Client Details

The client is a top-tier global investment firm with a strong presence in Tokyo. They offer a fast-paced, collaborative environment where high-performing professionals thrive. With a reputation for excellence, they provide the opportunity to work with international teams and drive impactful operational improvements.

Description

- Manage office operations, including procurement, space planning, and facility upkeep
- Oversee vendor relationships, lease agreements, and service contracts
- Ensure health, safety, and regulatory compliance in the workplace
- Coordinate administrative support for meetings, events, and visiting staff
- Streamline office processes and lead special projects to enhance efficiency

Job Offer

- Comprehensive benefits package.
- A supportive and professional work environment in the heart of Tokyo.
- Opportunities for professional growth and development within the financial services industry.
- A stable and secure role within a globally recognized firm.
- Collaborate with cross-functional teams and drive meaningful improvements in a professional and engaging environment

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

- Office management or administrative experience
 - Strong organizational skills with the ability to multitask and problem-solve
 - Proficiency in Microsoft Office and office management tools
 - Knowledge of local health, safety, and compliance regulations
 - Fluent in Japanese and English, with excellent communication skills
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Company Description

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