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【General Affairs Manager】 full Flex

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Job Information

Recruiter

Michael Page

Job ID

1523114

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7.5 million yen ~ 12 million yen

Refreshed

February 21st, 2025 18:00

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Take charge of the General Affairs department, overseeing legal, real estate, compliance, and facility management. This standalone role will later expand with additional staff support.

Client Details

This company is a global leader in engineering and IT consulting, helping businesses in aerospace, automotive, and telecom. It works with clients worldwide to develop new technology and improve their systems. Focused on innovation, it supports companies in making smarter, more advanced solutions.

Description

- Manage general affairs, including legal, real estate, and compliance.
- Oversee Board of Directors and shareholder meetings.
- Lead internal regulatory management and government licensing processes.
- Supervise facility management and insurance contract renewals.
- Support legal operations and internal compliance initiatives.

Job Offer

- Two bonus per year, rewarding performance.
- Potential for promotion to senior management.
- Direct impact on post-merger operations and company growth.
- Tokyo-based position in an established organization.

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

Required Skills

- 3+ years in general affairs or a related field.
 - Strong Microsoft Office skills.
 - Preferred: Fire & disaster prevention or health management certification.
 - Experience in legal operations is a plus.
 - Native level Japanese and English conversation level or above.
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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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