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[Office Coordinator] - Global Business Services

[Office Coordinator] - 6M

Job Information

Recruiter
[Michael Page](#)
Job ID

1526776

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Refreshed

March 17th, 2025 16:17

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

- 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.

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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