

MichaelPage

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## 総務部マネージャー - Leading Investment Group

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## Job Information

**Recruiter**

Michael Page

**Job ID**

1527656

**Industry**

Investment Banking

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

12 million yen ~ 14 million yen

**Refreshed**

March 18th, 2025 17:31

## 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 oversee office operations, facilities, and vendor management for a confidential global company in Tokyo. This role is ideal for a proactive leader who thrives in managing office administration, compliance, and business continuity planning.

**Client Details**

The company is a leading global financial services firm with a strong presence across Asia and international markets. Renowned for its dynamic and collaborative environment, the company provides a comprehensive range of investment and capital market services. With a commitment to innovation and operational excellence, it offers employees the opportunity to grow and thrive in a fast-paced, multicultural setting.

**Description**

- Oversee office access control, mobile device management, and procurement.
- Manage vendor contracts, lease renewals, and office maintenance.
- Arrange travel, accommodation, and hospitality for executives.
- Ensure compliance with business continuity planning and internal audits.
- Handle budget planning, expense tracking, and procurement processes.
- Organize internal events and manage staff welfare initiatives.

**Job Offer**

- Work in a prestigious global company with strong career prospects.
- Be the key driver of office efficiency and business continuity.
- Competitive salary package with great benefits.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

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**Required Skills**

- 15+ years of experience in office administration or operations management.
  - Strong leadership and problem-solving skills with a proactive mindset.
  - Experience collaborating with senior leadership teams.
  - Proficiency in budget planning and reporting.
  - Fluency in Japanese and business-level English.
  - Disaster and Fire Prevention Certification is a plus.
  - Previous experience in finance is advantageous.
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**Company Description**

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