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Workplace Coordinator - Global Financial Services Firm

正社員 Workplace Coordinator

Job Information

Recruiter

Michael Page

Job ID

1529155

Industry

Investment Banking

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Refreshed

March 26th, 2025 17:39

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

In this role, you will work closely with the Office Manager to ensure seamless office operations, deliver excellent visitor experiences, and maintain a well-functioning workplace.

Client Details

The company is a prestigious financial services firm with a strong global presence. They offer a collaborative and inclusive environment, valuing employee growth and development. This is a fantastic opportunity to join a well-established organization known for its professional excellence.

Description

- Provide a warm and professional welcome to clients and visitors.
- Manage meeting room setups, hospitality, and equipment.
- Assist with office-related administrative tasks and events coordination.
- Conduct regular office inspections to ensure cleanliness and functionality.
- Support new joiner orientation and onboarding.
- Oversee meeting room bookings and monitor visitor management systems.
- Liaise with building management for facility maintenance and safety compliance.

- Assist with invoice management, verifying accuracy and reporting discrepancies.
- Contribute to sustainability and employee wellbeing initiatives.

Job Offer

- Work in a prestigious financial services environment.
- Opportunities for professional development and growth.
- Competitive compensation 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 guest services, reception, or hospitality
 - Fluent in Japanese with good command of English.
 - Proficient in Microsoft Office, particularly Excel.
 - Personable, proactive, and committed to delivering excellent service.
 - Strong problem-solving skills with meticulous attention to detail.
 - High levels of professionalism and discretion.
 - Ability to work collaboratively and contribute positively to team discussions.
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Company Description

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