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## Senior Admin Officer - Global Energy

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#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1532289

**Industry**

Petrochemical, Energy

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Refreshed**

April 14th, 2025 15:25

#### 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

We are seeking a highly organized and proactive Senior Administrative Officer to support day-to-day operations in a fast-paced and dynamic environment within the energy industry. This role is ideal for someone with strong administrative experience, excellent communication skills, and a hands-on approach to problem-solving.

#### 企業情報

We are a forward-thinking company driving innovation and sustainability in the energy sector. With a commitment to excellence, we provide reliable and responsible energy solutions that support the transition to a low-carbon future. Our diverse and collaborative team works across regions and functions to create impactful results for our customers, partners, and communities.

#### 職務内容

- Provide high-level administrative support to senior management and department heads
- Coordinate schedules, meetings, travel arrangements, and expense reporting

- Support office management tasks such as vendor coordination, supplies procurement, and facilities oversight
- Liaise with cross-functional teams to ensure smooth operational processes
- Maintain documentation and filing systems in compliance with company standards
- Manage confidential information with discretion and professionalism

#### 条件・待遇

- Competitive salary and benefits
- A chance to contribute to the transition toward a more sustainable energy future

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

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#### Required Skills

- Proven experience in administrative or office management roles, ideally in international or fast-paced corporate environments
  - Native-level Japanese and business-level English proficiency (both spoken and written)
  - Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
  - Excellent organizational, time-management, and multitasking abilities
  - Strong attention to detail and a proactive, solution-oriented mindset
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#### Company Description

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