

MichaelPage

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【Osaka】 General Affairs Specialist**【Osaka】 General Affairs Specialist****Job Information****Recruiter**

Michael Page

Job ID

1532292

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Osaka Prefecture

Salary

4.5 million yen ~ 6.5 million yen

Refreshed

April 14th, 2025 15:32

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

As a General Affairs Specialist, you will be responsible for a wide range of office and facility management tasks, supporting employees and ensuring smooth operations across the organization.

企業情報

An international company is seeking a reliable and detail-oriented General Affairs Specialist to join its team in Osaka. This is a great opportunity for someone who enjoys supporting day-to-day office operations and contributing to a positive and efficient work environment.

職務内容

- Manage day-to-day administrative tasks, including filing, document preparation, and data entry
- Assist with scheduling meetings, managing calendars, and preparing meeting materials
- Manage vendor communication for office services and minor maintenance requests

- Help coordinate internal communications, event logistics, and office notices

条件・待遇

- A stable and international work environment
- Opportunities to support a variety of departments and grow your skillset
- Competitive salary and benefits package
- A collaborative and respectful workplace culture

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

Required Skills

- Proven experience in administrative or general affairs roles
 - Strong attention to detail and time management skills
 - Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
 - Business-level Japanese (required); English reading/writing ability is a plus
 - A cooperative, team-oriented attitude and willingness to support others
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Company Description

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