

MichaelPage

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【Office & Administration Manager】 Global Company

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1519004

業種

不動産ファンド

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 1200万円

更新日

2025年02月01日 12:30

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

We are seeking a highly organized and proactive Office Manager to support the smooth and efficient functioning of our office in Tokyo. This role is ideal for a candidate who thrives in a dynamic environment and is skilled at overseeing daily office operations, coordinating facilities management, and providing administrative support to ensure a productive workplace.

Client Details

We are a leading international real estate group with a strong presence across Asia and a growing footprint in Japan. Our company specializes in developing, managing, and transforming high-quality properties that meet the evolving needs of urban living and business environments.

Description

- Oversee all aspects of office management, including facility upkeep, supplies, and equipment.
- Coordinate vendor relationships and manage service contracts for office facilities.
- Act as a primary point of contact for internal and external stakeholders, handling inquiries and coordinating with building management.
- Support onboarding processes for new hires, ensuring workspace readiness and compliance with company policies.
- Develop and implement office procedures and policies to improve efficiency.

- Organize company events and meetings, managing logistics and budget.
- Ensure compliance with local regulations and company standards in health and safety.

Job Offer

- Career advancement opportunities
- International working environment
- Competitive salary and great company benefits

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

スキル・資格

- Proven experience in Office Management, Administration, or a related field.
 - Strong organizational and problem-solving skills with attention to detail.
 - Excellent communication and interpersonal skills, with proficiency in both Japanese and English.
 - Proficiency in office software and systems, with a proactive approach to utilizing technology to improve office operations.
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会社説明

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