



## Office Manager @ Global Company

### Job Information

**Recruiter**

en world Japan K.K

**Hiring Company**

Global Law Firm

**Job ID**

1255161

**Industry**

Other

**Job Type**

Contract

**Location**

Tokyo - 23 Wards

**Salary**

8 million yen ~ 10 million yen

**Refreshed**

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### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Technical/Vocational College

**Visa Status**

Permission to work in Japan required

### Job Description

-The Office Managing Partner (OMP) is responsible for the provision of a highquality and cost-efficient working environment that allows the partners and fee earners of the practices operating in that office to pursue the firm's strategy in this chosen market.

-The Office Manager (OM) supports the OMP by managing the physical environment of the office, leading the office services function and coordinating the support staff activities in the office to ensure that the operational side of the business runs smoothly and efficiently.

#### -SPECIFIC RESPONSIBILITIES AND TASKS WILL INCLUDE:

##### OFFICE SERVICES

- Lead the general office services team including reception staff and an administrator / dispatch officer
- Personnel leadership, recruitment and evaluation

- Budget responsibility for office service staff (e.g. library, reception, messenger, etc.)

## Local Disaster Recovery Planning

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### Required Skills

#### SKILLS AND EXPERIENCE

- Excellent written and oral communication skills in English and in Japanese, as well as cultural awareness (Western/Japanese)
- Ability to manage, coach and motivate teams
- Ability to build strong relationships and networks
- Ability to exert influence across functions and practices without direct management responsibility
- IT literate – especially in MS Excel
- Ability to lead a team and address potential conflict situations in a suitable manner
  - Organisation of travel services, including contracts with travel agencies and travel providers

#### FACILITY MANAGEMENT

- Responsibility for ongoing premises management, lease administration, space planning, fit-out, repairs
- Key contact for future space planning
- Management of external service providers, including tendering for and monitoring of service provision
- Management of internal (or external) office moves
- Responsible for overseeing room and facilities setup for office/BD events and outsourcing where necessary
- Organisation and quality management of office security, cleaning, supplies, etc.
- Responsible for the budget for facility related costs
- Key contact for emergency evacuation procedures; ensuring compliance with regulatory requirements and appointing fire wardens, coordinating training etc.
- Key contact Health & Safety within the office.
- Administration support of any locally provided accommodation to lawyers (company flats, furnished flats for secondees, etc.).

#### SECRETARIAL SERVICES

- Coordinate the secretarial team with individual secretaries reporting to assigned partners/team secretarial leaders
- Recruitment of new secretarial staff
- Ensure that evaluations are performed in line with policies
- Direct management of any evening secretarial resource

#### OTHERS

- Ensure effective communication between functions (e.g. FIN, IT, HR, BD) in the office, including regular meetings of local functional managers
- Overall process optimisation
- Ensure proper communication with regards to non-legal staff

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### Company Description

#### エンワールドについて

エンワールドは、アジア太平洋地域7カ国を拠点に、スペシャリスト・管理職のリクルーティングサービスを提供しています。また、海外拠点との連携によりクロスボーダーリクルートメントでグローバル企業のサポートも可能にします。

#### エンワールド・ジャパンについて

エンワールド・ジャパンは、外資系企業や、グローバルな視点を持つ日本企業を対象に、業界専任コンサルタントと職種専任コンサルタントとの二軸からのキャリアコンサルテーションにより、きめ細かいマッチングを可能にします。エンワールド・ジャパンは、金融、財務を専門分野とするウォールストリートアソシエイツとして1999年に設立されました。その後、多岐に渡る業界や職種においてサービスを展開、2010年にインターネットベースの採用ソリューションでは国内トップクラスである、エン・ジャパン株式会社のグループ会社となりました。

エンワールド・ジャパン株式会社  
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#### **About en world**

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 7 countries, we support global companies' recruitment needs through our Asia Pacific network.

#### **About en world Japan**

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

en world Japan K.K.

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