



## Workplace specialist/administrative coordinator

### Job Information

**Recruiter**[ALBERTO K.K.](#)**Job ID**

1517145

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 5 million yen

**Refreshed**

July 11th, 2025 03:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

A prestigious firm is looking for an individual who can provide a professional service as a facility officer. Offering a highly multicultural environment, and a friendly and supportive office culture.

Responsibilities include but not limited to:

- Answer the representative phones and transfer to the appropriate staff member, take and distribute messages
- Assist and coordinate with internal and external events/conferences
- Management of office filling and storage systems, including arrangements for disposal of confidential documents
- Support on dealing with IT vendors
- Manage workflow for operations team to ensure the execution of front office services is accomplished efficiently and accurately

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## Required Skills

- Full-time
- Monday to Friday, 9:15am to 5:30pm
- Due to the nature of the work, basically working at the office every day
- At least 3 years' General administration experience in a foreign company (not receptionist) \* B to B
- Basic PC skills

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## Company Description