

GALLUP®

【MNC | Hybrid Work】 Administrative Assistant

International Work Environment

Job Information

Hiring Company

[Gallup Inc.](#)

Job ID

1546191

Industry

Business Consulting

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Yamanote Line, Hamamatsucho Station

Salary

Negotiable, based on experience

Refreshed

July 29th, 2025 13:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Step into a role where your support empowers teams and transforms client experiences.

Gallup is looking for an administrative assistant with strong service orientation and excellent organizational skills to support our internal and external clients and the growing business in our Japanese region. Strong communication skills, detail orientation, and the ability to be self-directed and proactive will be essential to your success.

What You'll Do

- Anticipate needs and proactively orchestrate and execute administrative tasks, such as inventory management and office cleanliness, for internal partners and subcontractors, and handle other administrative requests as needed
- Print, organize and check the quality of translations for course materials and ensure they are shipped to participants in a timely manner
- Schedule calls with Gallup course participants and Gallup coaches via email and phone

What You'll Experience

- **Mission-driven work:** Make a meaningful difference for organizations, governments and individuals with your unique contributions, commitment to service and exceptional outcomes.
- **Engaged teams:** Join world-class managers, highly productive colleagues and knowledgeable mentors who are enthusiastic about their work.
- **Learning opportunities:** Focus on continuous growth by developing your strengths, feeding your curiosity, challenging conventional thinking and experimenting.
- **Brand strength, startup energy :** Thrive in an innovative culture backed by a trusted brand.
- **A collaborative environment:** Work where your ideas, perspectives and experiences are welcomed and valued.
- **A vibrant workplace:** Enjoy working in our collaborative office environment in Hamamatsucho — a business area and gateway to the heart of Tokyo — just 20 minutes from the Haneda Airport, surrounded by cafes and restaurants, and with gorgeous views of the iconic Tokyo Tower.

Learn more about **life at Gallup** (<https://www.gallup.com/careers/229745/life-at-gallup.aspx>).

Gallup offers a robust benefits package that includes competitive pay, health insurance options, life insurance, a retirement savings program, an employee stock ownership program, mass transit reimbursement, family-building benefits, an employee assistance program, and various reimbursements and activities that enhance our associates' wellbeing.

Gallup is an equal opportunity/affirmative action employer that celebrates, supports and promotes diversity and inclusion. We will consider all qualified applicants without regard to race, color, religion, sex, national origin, disability, sexual orientation or gender identity, or any other legally protected basis, in accordance with applicable law.

Required Skills

Who We Want

- **Service-oriented team members** who have the sophistication, poise and passion to provide administrative support to others, leaving a lasting impression on everyone they encounter
- **Exceptional achievers** who thrive in a fast-paced environment and enjoy the challenge of working with a variety of individuals and varying schedules
- **Highly adaptable professionals** with the flexibility it takes to prioritize quickly changing needs — and the discipline to remain highly organized and focused on details to meet simultaneous deadlines with outstanding quality
- **Engaging team players** who build close relationships with associates and always lend a helpful hand

What You Need

- Proven proficiency in Microsoft Word, Excel, PowerPoint and Outlook required
- At least three years of experience as a receptionist and/or administrative assistant required
- Strong written and verbal communication skills required
- Full native fluency in Japanese and a strong proficiency in English required
- Previous international exposure preferred
- A commitment to working on-site at Gallup's Japan office at least three days a week required
- Eligibility to work in Japan required; this position is not eligible for employment visa sponsorship

Company Description