

# GALLUP®

【MNC | Hybrid Work】 Project Coordinator

## International Work Environment

### Job Information

**Hiring Company**

[Gallup Inc.](#)

**Job ID**

1546192

**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

**Oversee details and deliverables that empower our clients to create thriving workplaces.**

As a project coordinator at **Gallup**, you'll guide the seamless execution of projects and deliver an exceptional experience for our clients. Whether you're collaborating with internal teams, coordinating client courses or communicating with partners, your relationship-building skills and attention to detail will leave a lasting, positive impression. Strong communication, self-direction and proactive problem-solving will be essential to your success in this role. Your commitment to excellence and

ability to balance priorities will make you a perfect fit for our fast-paced, client-obsessed team.

### What You'll Do

- Manage timelines to ensure seamless project delivery
- Coordinate schedules, materials, setups and other logistics for client courses and events
- Communicate frequently with clients and internal partners to align on priorities and deliverables
- Schedule calls with Gallup course participants and Gallup coaches via email and phone
- Host clients, support catering needs, answer the phone, set up and tear down course and event rooms, and carry out other support tasks as needed

### 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

- **Highly organized multitaskers** who thrive on arranging people, projects and resources to bring order to complexity and meet expectations on time and with outstanding quality
- **Disciplined achievers** who perform at their best in fast-paced, deadline-driven environments and bring sharp focus to the smallest details, even under pressure
- **Solution seekers** who take ownership of challenges and resolve issues before they escalate
- **Service-oriented team members** who have the sophistication, poise and confidence to support the Gallup team and clients

### What You Need

- Bachelor's degree required
- Fluency in Japanese and English required
- Proficiency in Microsoft Excel, Word, PowerPoint and Outlook required
- Experience in project coordination, executive administration or event management preferred
- A commitment to working on-site at Gallup's Tokyo office at least three days a week required
- Eligibility to work in Japan required — open to foreign candidates with valid work visas; this position is not eligible for employment-based visa sponsorship

---

## Company Description