

Community Executive

Job Information

Recruiter

Cornerstone Recruitment Japan K.K.

Hiring Company

Asia Pacific's leading flexible workspace provider

Job ID

1548184

Industry

Real Estate Brokerage, Management

Job Type

Temp to Perm

Location

Tokyo - 23 Wards

Salary

3 million yen ~ 4 million yen

Hourly Rate

1500 to 1900

Work Hours

9 am to 6 pm

Holidays

All weekends and national holidays

Refreshed

November 26th, 2025 05:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Be the friendly face welcoming members to Asia Pacific's top flexible workspace. You'll ensure smooth daily operations, support members moving in and out, and help build a vibrant community through events and connections. If you enjoy dynamic people-focused work and want to grow your career, this role is for you!

世界的なフレキシブルワークスペース

Required Skills

- Warm, enthusiastic and dedicated to delivering great service while building strong relationships.
 Previous experince in general affairs and customer service.
 Bilingual in English and Japanese.

Company Description