



## 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**

July 8th, 2025 16:37

### 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 experience in general affairs and customer service.
- Bilingual in English and Japanese.

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