

MichaelPage

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Admin Coordinator | Global Sustainability Company

Admin Coordinator

Job Information

Recruiter

Michael Page

Job ID

1552234

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 5.5 million yen

Refreshed

July 17th, 2025 13:44

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

The Admin Coordinator will provide administrative support and help ensure compliance with internal quality standards and procedures. This role offers a unique blend of operational coordination, document control, and cross-functional support within a global business environment.

Client Details

We are a global leader in the energy and chemicals industry, dedicated to driving innovation, sustainability, and operational excellence. With a proud legacy and a forward-looking mindset, our organization plays a vital role in powering economies and shaping the future of energy worldwide.

Description

- Provide comprehensive administrative support to the team and management, including scheduling, correspondence, and document preparation.
- Coordinate quality assurance activities, including maintaining records, tracking compliance, and supporting internal audits.
- Serve as a liaison between departments and ensure alignment with corporate procedures and quality policies.
- Support initiatives to improve operational efficiency and quality performance across the organization.

Job Offer

- Convenient office location in Tokyo, with exposure to both local and global business activities.
- Work alongside experienced professionals in a supportive, team-oriented workplace.

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

Required Skills

- Proven experience in an administrative or coordination role
 - Strong organizational and time management skills, with a keen attention to detail.
 - Proficient in both English and Japanese
 - Proficiency in Microsoft Office (Excel, Word, PowerPoint); SAP experience is an advantage.
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Company Description

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