

MichaelPage

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【Office Manager】 2-3 Days WFH per week/Flex time working style

【Office Manager role】 2-3 Days WFH/Flex

Job Information

Recruiter

Michael Page

Job ID

1555623

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 13 million yen

Refreshed

August 20th, 2025 17:29

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

You will manage all office operations, facilities, and projects to optimize workplace efficiency. This role also oversees governance tasks, including internal regulations and shareholder meeting support.

Client Details

This is an innovative fintech company specializing in payment solutions, helping businesses streamline transactions and improve customer experiences. The organization values efficiency, collaboration, and creativity, offering a dynamic environment where employees can take ownership of projects and influence the company's growth. You'll be part of a forward-thinking team that embraces technology, supports professional development, and encourages cross-departmental collaboration.

Description

- Oversee office facilities and equipment, including management of furniture, fixtures, copiers, and coordination with building management and contractors
- Lead office expansion and relocation projects, including planning, layout design, IT/facility setup, and coordination with internal and external stakeholders
- Manage security and access systems, including employee access cards, building entry, and emergency response

- procedures such as evacuation drills
- Support daily office operations, including mail services, visitor reception, company event coordination, and handling calls through AI reception
- Optimize workplace efficiency by improving office layout and enhancing operational processes to support a productive environment

Job Offer

- 2 - 3 days WFH
- 100,000 JPY dedicated to self-benefit program
- Sports club benefits
- Summer and Winter vacation
- Opportunity to work and interact with multiple nationalities internally, total of 20 different nationalities
- Salary increase based on annual performance evaluation

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

Required Skills

- Prior experience in Office Management, General Affairs or Facilities Management
- Business level English with Native level Japanese
- Experienced in office relocation or expansion projects is advantageous
- Proactive and able to drive initiatives independently

Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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