

General Affairs Manager

Job Information

Recruiter
Propel Consulting K.K.

Job ID
1556087

Industry
Medical Device

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
8 million yen ~ 11 million yen

Refreshed
November 2nd, 2026 05:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

- Enhance employees' engagement through general affairs services

- Drive efficiency improvement in GA service providing

- Assess, plan, implement and maintain facilities / securities aligning with related regulations and keep work place safe, efficient, costeffective and comfortable.

- Handling contract process for entire company.

- Work for manufacturing floor layout, organising warehous supply fulfilment etc, with colloborating manufacturing team.

- Supporting the company’s operations through the supply / services management.

- Participate in the budget planning process

- With the collaboration with HR, provide benefit service to employees

- Customer / Guest related misc (customer visit, gifts, greetings, etc.)

Required Skills

- Bachelors degree

- 5-7 years experience in GA

- Business English capability

- Basic legal knowledge, facility management and vendor management experiences

- Strong change agent, positive mindset, sense of ownership and team-worker

- Good business acumen with logic and data driven thinking process

- Great communication and partnering skill / mindset with the various stakeholders.

- An independent, self-starter who needs little supervision, yet highly collaborative and adapt at working with leaders.

Company Description