



## 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**

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### 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.)
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### 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.
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### Company Description