



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

August 22nd, 2025 15:52

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