



## General Affairs Coordinator at a Luxury Brand Store

### Job Information

**Recruiter**

Cornerstone Recruitment Japan K.K.

**Job ID**

1556155

**Industry**

Retail

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Temp to Perm

**Location**

Tokyo - 23 Wards, Chuo-ku

**Train Description**

Ginza Line, Ginza Station

**Salary**

4.5 million yen ~ 5.5 million yen

**Hourly Rate**

2,800 yen - 3,800 yen

**Work Hours**

8 hours regular office hours

**Holidays**

10 days holiday, 3 days sick leave

**Refreshed**

January 26th, 2026 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

Position: General Affairs Coordinator

Position: General Affairs Coordinator

Location: Tokyo, Japan | Languages: Japanese & English

#### About the Role

Join a world-renowned luxury brand and be the backbone of our Tokyo office. As General Affairs Coordinator, you'll ensure everything runs smoothly — from office operations and vendor management to executive visits and CSR initiatives. This role blends operational excellence with a touch of elegance, giving you the chance to make a real impact every day.

#### Why Join Us:

Work in a kind, international culture where your impact is valued

Build your career at a prestigious global luxury brand

Thrive in a dynamic, fast-paced environment that blends tradition and innovation

#### What You'll Do:

- Manage daily office operations, vendors, and facilities with style and efficiency
- Lead office projects, relocations, and renovations
- Oversee budgets, purchase orders, and recordkeeping
- Drive sustainability initiatives and CSR programs
- Support events, training, and executive visits, ensuring a seamless experience for all

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#### Required Skills

##### What We're Looking For:

- experience in **office administration, general affairs, or back-office operations**, preferably in luxury, retail, or international environments
- Fluent in **Japanese and English** (TOEIC 800+ or equivalent)
- Proven experience in office relocation, vendor management, and facility operations
- Proficient in **Microsoft Office** (Excel formulas, Pivot Tables, Word) and standard office systems
- Highly organized, proactive, and solutions-oriented
- Someone who takes pride in creating an efficient, elegant, and welcoming work environment

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#### Company Description