



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

September 22nd, 2025 04:00

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

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

Company Description