



Receptionist – Global Financial Services Firm

Job Information

Recruiter

Cornerstone Recruitment Japan K.K.

Job ID

1556502

Industry

Other (Banking and Financial Services)

Company Type

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

Job Type

Other

Location

Tokyo - 23 Wards

Salary

3.5 million yen ~ 4 million yen

Refreshed

January 15th, 2026 03:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

A leading global financial services firm is seeking a professional, polished, and proactive Receptionist to join its Tokyo office. If you enjoy helping people, keeping things running smoothly, and working in a global environment, this is a great opportunity for you.

- Greet and assist visitors and employees
- Answer phone calls and direct them as needed
- Handle mail, deliveries, and basic office tasks
- Support general administrative and liaise with internal departments as needed

Company Description