



## 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**

February 26th, 2026 01:00

### 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 liase with internal departments as needed

### Company Description