

# Real Estate Operations Administrator

#### Global brand, luxury property ops

#### Job Information

#### Recruiter

Scouta K.K.

#### **Hiring Company**

International Real Estate Group

#### Job ID

1559997

#### Industry

Real Estate Fund

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

4 million yen ~ 8 million yen

#### Refreshed

November 26th, 2025 10:01

## General Requirements

#### **Minimum Experience Level**

Over 3 years

## **Career Level**

Mid Career

#### Minimum English Level

**Business Level** 

## Minimum Japanese Level

**Business Level** 

## Minimum Education Level

Technical/Vocational College

## Visa Status

Permission to work in Japan required

## Job Description

- Manage contract administration and compliance activities across multiple offices
- Ensure transactions follow Japanese regulations and company guidelines
- Support office managers and sales teams with operational workflows
- Introduce and maintain digital tools (CRM, e-signature, listing platforms)
- Contribute to licensing, regulatory filings, and new market entry projects
- Liaise with finance, legal, and IT departments to improve efficiency

# Required Skills

- 3+ years' experience in real estate operations or administration
- Strong knowledge of Japanese real estate compliance and contracts
- Experience using CRM and digital transaction tools
- Ability to coordinate processes across multiple teams or offices
- Organized, detail-oriented, and adaptable to growth environments
- Japanese fluency required; English proficiency preferred
- Valid Japanese real estate license required

Company Description