



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

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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