



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

April 15th, 2026 05:00

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