



## 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

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## 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

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## Company Description