

Michael Page

www.michaelpage.co.jp

Office Manager - Global Consumer Goods Company

Office Manager - 6M

Job Information

Recruiter

[Michael Page](#)

Job ID

1560074

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 6 million yen

Refreshed

October 1st, 2025 11:26

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

You will manage day-to-day general affairs operations, ensuring a safe, efficient, and supportive work environment for ~100 Tokyo employees, while also working closely with vendors, building management, and internal stakeholders.

Client Details

Join a leading American consumer goods company with a diverse portfolio of well-known brands for daily essentials. The company has grown into a global organization, employing thousands of people worldwide and generating billions in annual revenue. In Japan, the business is anchored by well-known consumer brands, including a market-leading outdoor division with significant revenue growth.

Description

- Oversee and manage Tokyo office operations, including facilities, equipment, vendor management, and contracts
- Lead and coordinate health, safety, and disaster prevention initiatives
- Handle employee requests (e.g., facilities, company cars, supplies) and ensure policy compliance
- Drive process improvements, cost management, and compliance with company regulations
- Manage external vendors and outsourced BPO for general affairs services
- Partner with local HR and APAC real estate team on office planning, leasing, and policies

Job Offer

- Autonomy & ownership: Make independent decisions locally while reporting into a supportive APAC leader
- Hybrid & flexible work available
- Global brand portfolio: Work in an environment connected to household names

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Ayumi Nandinzurkh on +81366276128.

Required Skills

- Proven experience as a GA or Office Manager
 - Native-level Japanese with strong business-level English skills.
 - Oversee and manage Tokyo office operations, including facilities, equipment, vendor management, and contracts
 - Lead and coordinate health, safety, and disaster prevention initiatives
 - Handle employee requests (e.g., facilities, company cars, supplies) and ensure policy compliance
 - Drive process improvements, cost management, and compliance with company regulations
 - Manage external vendors and outsourced BPO for general affairs services
 - Partner with local HR and APAC real estate team on office planning, leasing, and policies
-

Company Description

Join a leading American consumer goods company with a diverse portfolio of well-known brands for daily essentials. The company has grown into a global organization, employing thousands of people worldwide and generating billions in annual revenue. In Japan, the business is anchored by well-known consumer brands, including a market-leading outdoor division with significant revenue growth.