



Community Associate/コミュニティアソシエイト

コミュニティアソシエイトは、オフィス拠点の日常運営を支える重要なポジションです！

Job Information

Recruiter

Cornerstone Recruitment Japan K.K.

Job ID

1569566

Industry

Other (Hospitality)

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Japan

Salary

2.5 million yen ~ 3.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Salary Commission

Commission paid on top of indicated salary.

Refreshed

January 19th, 2026 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Job Title

Community Associate

Company Overview

The employer is a global provider of flexible workspace solutions with a long-standing presence in the industry. With thousands of locations across more than 100 countries, the company supports a wide range of clients including startups, small and medium-sized businesses, and large multinational corporations.

By offering a variety of serviced office, coworking, and managed workspace solutions, the organization enables customers to choose work environments that align with their business goals, working styles, and growth needs.

Role Overview

The Community Associate plays a key role in the daily operation of flexible workspace locations. This position combines front-desk customer service, facility operations, and administrative support, while also contributing to the creation of a welcoming and well-managed community environment.

Key Responsibilities

- Day-to-day operation and management of shared office facilities
- General administrative duties such as handling mail, answering phone calls, shipping packages, ordering office supplies, and preparing documents
- Customer support, including guiding visitors to meeting rooms and providing refreshments
- Facility management tasks such as furniture setup, phone configuration, and basic troubleshooting
- Preparing offices and meeting rooms for new customers and daily use
- Ongoing communication with customers to ensure a positive experience
- Administrative work related to billing and payments
- Planning and executing community-building events

Required Skills & Experience

- Previous customer service experience in retail, hospitality, or similar environments
- Experience using standard office equipment such as copiers and printers

Preferred Skills

- Working knowledge of Microsoft Office (Word, Excel, etc.)

Personal Attributes

- Strong communication skills and a high level of customer hospitality
- Friendly and approachable, with the ability to build positive relationships
- Acts as a professional role model for colleagues
- Positive, enthusiastic, and adaptable in fast-changing environments
- Proactive in identifying issues and motivated to find solutions
- Comfortable using English in a work setting

Salary Range (Annual, Approximate)

- Major metropolitan areas: JPY 3.5M
- Large regional cities: JPY 3.2M – 3.5M
- Mid-sized cities: JPY 3.0M – 3.2M
- Other regions: JPY 2.8M – 3.0M
- Remote regions: JPY 2.5M – 2.8M

職種名

コミュニティアソシエイト

会社概要

本企業は、世界100カ国以上でフレキシブルワークスペースを展開するグローバル企業です。スタートアップから中小企業、大手多国籍企業まで、幅広い顧客に対し、多様な働き方を支えるオフィスソリューションを提供しています。

サービス付きオフィスやコワーキングスペース、マネージドオフィスなどを通じて、顧客のビジネス目標や成長段階に合わせたワークプレイスを実現しています。

職務概要

コミュニティアソシエイトは、オフィス拠点の日常運営を支える重要なポジションです。受付対応、施設管理、事務業務を中心に、利用者が快適に働ける環境づくりと、コミュニティ形成を担います。

主な業務内容

- フレキシブルオフィス施設の運営全般
- 郵便物対応、電話応対、荷物発送、備品発注、書類準備などの一般事務
- 来訪者対応および会議室案内、飲み物の提供
- 家具設置、電話設定、簡単なトラブル対応などの施設管理業務
- 新規入居者の受け入れ準備および会議室のセットアップ
- 利用者との日常的なコミュニケーション
- 支払い関連の事務業務
- コミュニティイベントの企画・運営

必須スキル・経験

- 店舗やサービス業などの接客経験
- コピー機などのオフィス機器の使用経験

歓迎スキル

- Microsoft Office (Word、Excel等) の使用経験

求める人物像

- 高いコミュニケーション力とホスピタリティを持って顧客対応ができる方
- 親しみやすく、利用者との信頼関係を築ける方
- 周囲の模範となる行動ができる方
- 変化の多い環境でも前向きに対応できる方
- 課題に気づき、解決することにやりがいを感じる方
- 英語でのコミュニケーションに抵抗がない方

想定年収

- 東京・横浜など主要都市：350万円前後
- 大阪・名古屋・京都・神戸など：320万～350万円
- 静岡など中規模エリア：300万～320万円
- その他地域：280万～300万円
- 沖縄など一部地域：250万～280万円

Company Description