

【英語を活かす】 オフィスマネージャー/ Office Manager

石油・ガス会社にて、オフィスマネージャーの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

石油・ガス会社

Job ID

1570602

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 10 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

February 23rd, 2026 03:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A foreign oil and gas company is looking for an Office Manager. The selected candidate will ensure smooth office operations and a safe, efficient, and organised work environment covering facilities, administration, document control, safety, and vendor management.

An oil and gas company, this international organisation is headquartered in the Middle East and operates worldwide. Its services cover oil exploration, drilling, renewable energy, and gas operations.

Keywords:

オフィス管理, 安全, 運営, ユーティリティ, 石油会社, 外資系

Job Ref: AC5Y17

Responsibilities:

- Oversee daily office activities and maintain efficient workflows
- Manage office layout, space planning, equipment procurement, and maintenance
- Handle facility management, including cleaning, repairs, security, and vendor coordination
- Ensure compliance with Japanese building codes, fire safety, and occupational health standards
- Implement and maintain Safety Management Systems (SMS) and Business Continuity Management (BCM) plans
- Monitor emergency preparedness and risk mitigation measures
- Conduct regular safety audits and drills
- Answer phone calls, greet visitors, and manage incoming/outgoing mail and deliveries
- Organise company events, meetings, and travel insurance arrangements
- Support staff with administrative needs
- Develop and maintain filing systems for physical and digital documents
- Manage internal documents, contracts, and reports
- Ensure data security and confidentiality
- Monitor office-related expenses and manage budgets
- Process invoices and assist with expense reporting

Requirements:

- Bachelor's degree or above in business administration, facilities management, safety management, or related field
- 8-10 years of experience in office administration, facilities management, and safety/security operations
- Experience implementing and maintaining safety management systems and business continuity plans
- Hands-on experience coordinating company events and managing staff
- Proven track record in managing office facilities, space planning, and vendor contracts
- Proficient in MS Office, SAP and other administrative tools
- Familiarity with compliance requirements related to office safety and security
- Strong understanding of safety regulations, emergency preparedness, and business continuity frameworks
- Knowledge of office operations, best practices, procurement processes, and vendor management
- Familiarity with Japanese building codes, fire safety, and occupational health standards
- Excellent interpersonal and communication skills
- Fluent level Japanese; business level English

Preferred Requirements:

- Professional certifications in Safety Management Systems (SMS), Business Continuity Management (BCM), or Facilities Management

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.