



Community Coordinator / コミュニティコーディネーター

Dynamic role at a Global Company

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Job ID

1571370

Industry

Other (Hospitality)

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Japan

Salary

3 million yen ~ 3.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

March 4th, 2026 07:00

General Requirements

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

- Keep the **office running smoothly** and organized
- Provide **friendly support** to clients and guests
- Assist with **meeting rooms and office tasks**
- **Plan and host community events**
- Work in a **dynamic, international environment**
- **Learn new skills** in customer service and office management

Required Skills

- Customer service experience (in stores, offices, or client-facing roles)
- Experience using office equipment (copiers, phones, etc.)
- Basic computer skills, including MS Office
- Good communication and hospitality skills

Company Description