



## 【800～1400万円】Manager Administration

外資系金融機関での募集です。総務・庶務・ファシリティのご経験のある方は歓迎で…

### Job Information

#### Recruiter

JAC Recruitment Co., Ltd.

#### Hiring Company

外資系金融機関

#### Job ID

1573544

#### Industry

Asset Management

#### Company Type

International Company

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

8 million yen ~ 14 million yen

#### Work Hours

09:00 ~ 17:00

#### Holidays

【有給休暇】有給休暇は入社時から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土日 祝日 年末年始 ...

#### Refreshed

January 22nd, 2026 15:10

### 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

【求人No NJB2351182】

#### Job Summary:

This senior position within General Administration is responsible for managing office and facility operations to create a safe, efficient and supportive work environment. By ensuring seamless office services and well-maintained facilities, this role enables internal stakeholders to focus on driving business growth. In addition, the position oversees business management aspects related to corporate events, fostering collaboration and operational excellence across the organization.

**Your Impact (Key responsibilities) :**

- Oversee office environment and general administrative operations to ensure a safe comfortable and efficient workplace
- Manage office facilities including maintenance layout changes and repair coordination
- Negotiate and coordinate contracts with external vendors such as building management cleaning services and security providers
- Plan and execute office relocation and renovation projects
- Handle general administrative tasks including inventory management mail and courier services and internal event coordination
- Ensure compliance with health safety and regulatory requirements including disaster preparedness and BCP measure
- Develop and manage budgets monitor costs and implement cost control initiatives for office management
- Respond to employee inquiries and continuously improve office services
- Collaborate and report global headquarters and cross function teams

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**Required Skills****Your Required Skills:**

- Proven experience in facilities management or general administration (minimum 10 years)
- Strong vendor management and negotiation skills
- Excellent communication and coordination abilities
- Native level Japanese proficiency and business level English (written and spoken)
- Proficiency in Microsoft Office applications
- Ability to work proactively maintain a positive can do attitude and ensure high internal customer satisfaction
- Approachable and collaborative mindset fostering trust and ease of communication across teams
- A strong desire to continuously learn and improve/enhance processes

**Your Desired Skills:**

- Experience in office relocation or renovation project
- Knowledge of health and safety management and BCP planning
- Demonstrated success in cost optimization and process improvement initiatives
- Experience with Microsoft SharePoint for document and workflow management

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**Company Description**

ご紹介時にご案内いたします