



Events Coordinator

CIC Osaka office

Job Information

Hiring Company

[CIC Japan G.K.](#)

Job ID

1578122

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Osaka Prefecture, Osaka-shi Kita-ku

Salary

4 million yen ~ 4.5 million yen

Refreshed

March 23rd, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Join us as an Events Coordinator and play a key role in supporting events that bring companies together, unite innovators, and the community. In this essential role, you'll help execute events that foster connections for companies large and small, as well as creatively engage the innovation ecosystem to drive energy to CIC's spaces. CIC is on the lookout for a friendly and organized individual for this exciting, full-time role, ideal for someone passionate about bringing people together. Does it sound like you?

ABOUT CIC & O-Nexus (Osaka Lifescience Nexus)

CIC builds and operates a global network of innovation campuses where startups, scale-ups, corporations and public entities connect, work, and grow. Founded in 1999, CIC manages more than 1.5M square meters of innovation-focused workspace, laboratories, and event space across North America, Europe and Asia. Additionally, CIC develops innovation-related programming, builds and enables industry clusters, and provides world-class innovation consulting. Osaka Life Science Nexus will combine workspace and high-impact programming to become a physical center of gravity for the innovation

community and help to connect the region to the global innovation ecosystem, notably featuring **a unique medical complex in Japan dedicated to life science related industries**. This strategic expansion marks CIC's third innovation campus in Japan and 11th global location. Furthermore, Nexus will include **small-scale offices and incubator spaces for industry-academia-hospital collaboration** by occupying the 8F & 9F of the Nakanoshima Qross Building. This location will house approximately 123 private offices, a coworking space with approximately 30 seats, conference rooms, a kitchen/cafe space, a game room, and other amenities shared by tenants.

YOUR DAY-TO-DAY WORK

Events are crucial for community engagement, offering connections and insights through industry-specific gatherings, startup workshops, and diversity initiatives at CIC. You will work closely with the Event Manager at Osaka Life Science Nexus and collaborate with Concierge, Operations, and Sales teams.

Potential responsibilities will include:

- Coordinating event details from vetting requests to execution, adhering to policies and communicating clearly under tight deadlines. Use coordination tools like Tripleseat, Google Apps, and streaming platforms to support a well organized workflow.
- Providing support and troubleshooting for event hosts and attendees, acting as a proactive ambassador during events.
- Overseeing AV equipment setup and operation, arranging furniture, and ensuring event spaces are reset and well-stocked.
- Building relationships with multiple stakeholders, including the CIC team and clients, and staying updated on industry trends.
- Coordinating with building contacts to keep event areas secure and tidy.
- Taking responsibility for invoicing and all other admin tasks to manage the whole PDCA of Events
- Adapting to various needs and roles as dictated by the worksite, community, and Events leadership, aiming to improve client experiences.

ABOUT YOU

As an Events Coordinator, you are inherently service-oriented, energetic, and adept at juggling multiple tasks with grace. Your exceptional organizational skills and ability to communicate clearly make you a natural at coordinating events and building relationships. You thrive under pressure, adapting seamlessly to changes, and always ready to think on your feet. Passionate about the power of events to connect and inspire, you're eager to bring your creativity and problem-solving skills to enhance our community's engagement.

YOU HAVE

- Ideally at least 1-2 years of professional events experience.
- Availability to work as early as 8:00 am and as late as 9:00 pm. Shifts will be 8-hours long and are set three or more weeks in advance. Your flexibility is required as the schedule may be adjusted with advanced notice based on clients' needs.
- Availability for and willingness to work on some weekends.
- Fluency in Japanese and strong English proficiency.
- Ability to legally work in Japan. CIC is unable to sponsor visas for this role at this time.

Expectations include:

- Work hours at CIC Osaka Life Science Nexus involve flexibility due to our dynamic events, occurring from 8:00 am to 9:00 pm, Monday to Friday. Event Coordinators work 8-hour shifts within these hours, with shift times varying. Expect to support a weekend event roughly once a month.
- Physical activities on the job require frequent use of hands, good vision, and involve hosting events, moving and setting up AV equipment, tables, and chairs. It also includes significant computer work, navigating through various documents and platforms.

OUR OFFER

- Competitive salary, commensurate with experience.
- Permanent contract.
- Commuting / Transportation allowance.
- Massage session once a month.
- Allocated budget for training (customized to specific requirements of the role and organization's objectives).

Please submit your application in English. Thank you!

CIC welcomes all candidates regardless of race, color, ancestry, gender identity or expression, religion, national origin, sexual orientation, age, citizenship, marital status or disability. We are proud to be an equal opportunity employer.

Company Description