



## Center Services Assistant Exclusive job

英語が活かせる仕事！海外のような職場（米国大学の日本校）環境！

### Job Information

#### Hiring Company

[Temple University, Japan Campus](#)

#### Job ID

1581949

#### Division

Facilities & General Affairs

#### Industry

Education

#### Company Type

Small/Medium Company (300 employees or less) - International Company

#### Non-Japanese Ratio

Majority Non-Japanese

#### Job Type

Permanent Full-time

#### Location

Kanagawa Prefecture, Kawasaki-shi Takatsu-ku

#### Train Description

Tokyu Denentoshi Line, Mizonokuchi Station

#### Salary

4 million yen ~ Negotiable, based on experience

#### Salary Bonuses

Bonuses paid on top of indicated salary.

#### Work Hours

37.5 Hours Per Week (9:00 to 17:30, Monday to Friday)

#### Holidays

土日祝及び、大学カレンダーに準ずる、年間休日数（125日）

#### Refreshed

July 7th, 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 75%)

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

**Visa Status**

No permission to work in Japan required

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**Job Description****Position**

Center Services Assistant

**Department**

Facilities & General Affairs

**Position Type**

Full-time

**Location**

Hillside Center (Mizonokuchi station)

**Report to**

CCO / CIO

**Work Hours**

37.5 hours per week (Main office hours: 9:00 to 17:30, Monday to Friday)

**Visa Requirement**

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

**Salary & Benefits**

Salary commensurate with experience.

Eleven (11) days paid vacation in the first year, increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, approximately two weeks company-wide break over Christmas/New Year.

Japanese social insurance and pension, commuting/telework allowance, a welfare-discount program membership, and retirement payment system.

**Overview of Position**

Temple University, Japan Campus (TUJ) is seeking a Center Services Assistant to be based at the newly established Hillside Center. As TUJ expands into the Hillside Center, this position will be instrumental in establishing efficient facility operations and supporting a high-quality experience.

This position plays a vital role in ensuring the smooth day-to-day operation of facilities and general affairs functions. The successful candidate will support facility management, asset control, vendor coordination, and administrative operations, contributing to a safe, well-organized, and welcoming environment for students, faculty, and staff. This role will also provide administrative assistance to Facilities & General Affairs daily / monthly work and ongoing projects.

**Primary Responsibilities****Facility & Operations Support**

- Serve as a point of contact for facility-related inquiries from students, faculty, and staff
- Support overall building and classroom management, ensuring spaces are properly maintained and operational
- Assist in managing building security and maintenance coordination
- Support asset management, including inventory control of furniture and equipment
- Coordinate furniture relocation, disposal, and layout changes during renovation or relocation projects
- Liaise with vendors and facilitate construction and maintenance schedules

**Administrative & General Affairs Support**

- Check and process facility-related invoices and contracts
- Manage office supply inventory and place orders as needed
- Handle petty cash for general affairs-related tasks (e.g., obtaining official documents, purchasing revenue stamps)
- Assist in collecting program schedules and preparing the monthly schedule
- Support ad hoc room bookings and parking space management

**Housing & Residential Support**

- Assist with faculty apartment management, including preparation for visiting faculty, scheduling, cleaning coordination, and invoice processing
- Support TUJ dormitory operations, including check-in/check-out coordination, scheduling, cleaning arrangements, and invoice processing

### **Application Process**

Review of applications will begin immediately and will continue until the position is filled.

Please apply from below link.

<https://tuj.bamboohr.com/careers/82?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter highlighting relevant experience and what appeals to you about the position,
2. a resume or CV and
3. a list of two professional references with their contact information

Only those applicants who make it past the initial review will be contacted.

Temple University, Japan Campus is committed to equal employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall have full and equal consideration for employment. The university does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. Candidates who can contribute to the institution's goals are strongly encouraged to apply.

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### **Required Skills**

#### **Qualifications & Experience**

- Native-level Japanese and business-level English proficiency (oral and written)
- Good organizational skills
- Strong computer skills (Word, Excel, PowerPoint)
- Friendly, service-oriented, customer-focused, and professional attitude
- Experience as a receptionist, professional assistant, and/or working in Facilities and General Affairs preferred

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### **Company Description**