

Third Bridge



Workplace Support Coordinator (Part-Time)

Support our Growing Tokyo Office!

Job Information

Hiring Company

[Third Bridge Group Limited.](#)

Job ID

1583603

Industry

Business Consulting

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Part-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Yamanote Line, Tokyo Station

Salary

Negotiable, based on experience

Work Hours

9:00-15:00

Holidays

土日・祝日

Refreshed

April 23rd, 2026 00:00

General Requirements

Career Level

Entry Level

Minimum English Level

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

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

About Third Bridge

We connect the world's **top investors and business leaders** to the insights that shape **investment decisions**.

From **private equity firms and hedge funds** to leading consultancies, our clients count on us to find the exact expert they need — fast.

Since 2007, we've grown to 1,500+ people across global financial hubs, becoming a trusted research partner to thousands of decision-makers. This is where ambitious people come to **accelerate their careers**.

Job Description

Based at our Tokyo office, the Workplace Support Coordinator is an essential member of the Workplace Management team. In this part time role, the standard hours of operation will be **9am - 3pm each day**. We are looking for someone who can assist with the running of a fast-paced office. Someone who will relish the daily challenges of the department, who can follow and maintain processes and procedures in order to keep the office running smoothly, and who isn't afraid to roll up their sleeves.

Reporting to the Regional Workplace Support Manager, the main responsibilities of this role will include but are not limited to:

- Ensuring service level agreements with 3rd third-party custodial vendor are met
- Communications with external suppliers, partners, and internal teams
- Working closely with the Workplace Management team to ensure high standards across the office
- Answering the main reception phone and directing calls
- Meeting and greeting guests
- Being the first point of contact for the building porter, etc.
- Taking receipt of and distributing post and deliveries, coordinating outgoing mail
- Maintaining stock levels of food and stationery, ordering/taking receipt of deliveries/allocating stock to kitchen/store cupboard
- Setting up and assisting with in office social events
- Liaising with maintenance people and other vendors when they are scheduled to complete works in the office
- Coordinating desks and IT equipment for onboarding/offboarding employees
- Provide remote support for Seoul office
- Other office administrative tasks as needed

Required Skills

- Experience with office coordination, health and safety, and facilities would be advantageous
- Highly organised with a keen eye for detail
- The ability to establish strong relationships with suppliers and colleagues
- Ability to learn quickly and jump in where needed
- A proven ability to work in an extremely fast-paced environment
- Excellent written and verbal communication
- Ability to make decisions quickly and sort complex, competing priorities
- Ability to keep calm in the face of fast change or urgent demands
- Ability to interact with senior executives and all levels of the organisation
- An understanding of confidentiality issues and the use of discretion
- A smart, professional appearance and can-do attitude
- Written and verbal fluency in Japanese and English required, Korean a plus

Company Description