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【英語力を活かせる／外資系エネルギー業界】 オフィスマネージャー

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Job Information

Recruiter

[Michael Page](#)

Job ID

1592574

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 8.5 million yen

Refreshed

May 15th, 2026 14:30

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

A leading international company in the renewable energy sector is seeking an experienced and proactive Office Manager to support its growing Tokyo office. This is an exciting opportunity to join a dynamic, mission-driven organization focused on sustainable infrastructure and clean energy development across Asia.

Client Details

A global company operating in the energy and infrastructure sector, supporting sustainable projects across international markets. The organization offers a collaborative and fast-paced environment with a strong focus on innovation, operational excellence, and long-term growth.

Description

- Oversee day-to-day office operations to ensure an efficient and professional working environment
- Manage office vendors, supplies, facilities, and service providers
- Support onboarding/offboarding processes and coordinate with internal stakeholders
- Arrange business travel, meetings, company events, and schedules
- Provide administrative support to senior leadership and cross-functional teams
- Handle invoices, expense management, and coordination with finance/accounting teams
- Maintain office policies, procedures, and internal documentation
- Assist with HR and general administrative tasks as needed
- Act as a key point of contact for both internal employees and external partners

Job Offer

- International working environment with exposure to regional operations
- Competitive salary and benefits package
- Convenient central Tokyo office location

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

Required Skills

- Proven experience in office management or administration
 - Business-level Japanese and strong English communication skills
 - Strong organizational and multitasking abilities
 - Proficiency with Microsoft Office and common business tools
 - Professional, proactive, and service-oriented mindset
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Company Description

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