

【英語を活かす】オフィスマネージャー / Office Manager

投資会社にて、オフィスマネージャーの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

投資会社

Job ID

1597951

Industry

Investment Banking

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 7 million yen

Refreshed

June 24th, 2026 15:06

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A global investment management company is looking for an Office Manager / Receptionist. The selected candidate will oversee front-desk operations, office administration, executive support, and English communication with overseas stakeholders.

A fast-growing global investment firm specialising in cutting-edge technology and strategic innovation, this company empowers visionary ventures through long-term capital and operational support. Renowned for its forward-thinking approach and agile investment strategies, it offers exceptional opportunities for professionals seeking to shape the future of tech and finance.

Keywords:

投資運用、資産運用、オフィスマネージャー、受付、総務、事務サポート、施設管理、外資系金融会社, 求人, 外資系

Job Ref: K00MTY

Responsibilities:

- Welcome visitors, clients, and business partners professionally
- Manage calls, emails, meeting rooms, visitor access, mail, and courier services
- Oversee daily office operations, facilities coordination, seating plans, and workplace changes
- Process invoices, track expenses, organise contracts, and maintain filing systems

- Support executives and employees with documents, travel arrangements, onboarding, and business materials
- Coordinate company events, meetings, seminars, shareholder meetings, and international visitor arrangements

Requirements:

- Bachelor's degree or equivalent
- More than 2 years of experience in reception, office administration, office management, or a similar domain
- Proficient in MS Office Suite and Google Workspace
- Professional level Japanese; business level spoken English

Preferred requirements:

- Experience working in an international or multicultural environment
- Prior experience supporting executives or management teams
- Understanding of basic accounting or HR administrative processes

Company Description

For over 25 years, in Japan, we have been a driving force in the Japanese bilingual recruitment market, providing high-quality candidates for our clients and access to the best jobs. We always put the interests of our clients and candidates first and run on a non-commission model that promotes a working culture where teamwork is incentivised. We strive to find the best fit for both employer and job seeker and don't push people into unsuitable roles.