



Workplace Coordinator

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Job ID

1602522

Industry

Other (Advertising, PR, Media)

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5 million yen

Refreshed

August 25th, 2026 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation (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

- Visitor reception, check-in/check-out support, badge issuance (using the Envoy reception system), and rapid notification to hosts.
- Receiving, sorting, and distributing mail to the appropriate personnel.
- Ordering office supplies based on budget and brand criteria.
- Support for workplace and facility-related service tickets
- Executive assistant and on-site support for executives (meeting room reservations, desk/office arrangements, catering arrangements as needed, etc.)
- Verification of vendor access procedures and compliance with security protocols.
- Support for internal company events
- Various administrative and clerical tasks that support daily operations.

Required Skills

- Excellent administrative skills, organizational skills, and analytical skills.

- Strong communication skills in Japanese (oral and written) are preferred; conversational English is a plus.
- Prioritization and decision-making skills
- Basic skills in using Google Docs, Sheets, and Slides are a plus.

Company Description