

【英語を活かす】オペレーションズ・オフィスコーディネーター/ Operations & Office Coordinator

マーケティングコミュニケーション会社にて、コーディネータ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

マーケティング・コミュニケーション会社

Job ID

1604672

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Refreshed

August 10th, 2026 01:00

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 marketing communications company is looking for an Operations & Office Coordinator (Bilingual English & Japanese). The successful candidate will coordinate internal projects, support leadership, manage office operations, liaise with external service providers, and maintain company systems and documentation.

A fast-growing communications and marketing organisation connecting businesses, ideas and cultures through strategic consulting, content creation and global media partnerships. Employees benefit from career growth, professional development and opportunities to work in a collaborative, internationally focused environment.

Keywords:

オフィスマネジメント, オペレーション, プロジェクトコーディネーション, エグゼクティブサポート, 総務, バイリンガル, 事務管理, 業務改善, AI, 自動化, 求人, 外資系

Job Ref: 2F8YHG

Responsibilities:

- Coordinate leadership and company-wide meetings
- Prepare agendas, meeting materials, and meeting minute systems
- Track action items and follow up with department heads

- Manage executive calendars and scheduling
- Coordinate domestic and international business travel
- Assist leadership with strategic projects and administrative support
- Coordinate cross-functional projects across departments
- Monitor company-wide tasks and deadlines using Wrike
- Support implementation of new operational initiatives and process improvements
- Manage day-to-day office operations, supplies, inventory, and office equipment
- Coordinate shipping, courier services, deliveries, and liaise with building management
- Maintain SharePoint documentation, SOPs, manuals, and operational documentation
- Support Microsoft 365 administration, CRM administration, and AI implementation projects
- Coordinate with external accounting firms, financial institutions, legal counsel, HR consultants, IT providers, and other business partners
- Support employee onboarding, offboarding, recruitment administration, visa applications, training sessions, and employee engagement initiatives

Requirements:

- Bachelor's degree or above
- 3-5 years of experience in operations, office management, executive support, project coordination, or administration
- Proficiency in MS 365
- Experience using project management software (Wrike, Salesforce, Team Spirit, etc.)
- Business level English and Japanese

Preferred requirements:

- Experience working in an international company
- Experience supporting senior leadership
- Experience coordinating external vendors and professional service providers
- Experience with SharePoint
- Experience with CRM systems
- Basic understanding of accounting and corporate administration
- Interest in AI, automation, and operational excellence

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.