【英語を活かす】コーポレートサービスマネージャー/ Manager, Corporate Services

航空会社にて、コーポレートサービ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
航空会社

Job ID
1604675

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
7 million yen ~ 9 million yen

Refreshed
November 2nd, 2026 03:00

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 global aviation company is looking for a Manager, Corporate Services. The selected candidate will oversee office administration, executive support, business travel, corporate events, supplier management, and local IT coordination.

A Japan-based aviation company specialising in aircraft and engine leasing, asset management, and strategic trading. It provides technical management and remarketing solutions to airlines and aviation investors.

Keywords:

総務、コーポレートサービス、オフィス管理、施設管理、航空業界, 求人, 外資系

Job Ref: SCHBDN

Responsibilities:

- Manage office administration, company assets, facilities, equipment, procurement, and reception services
- Oversee suppliers and ensure goods and services meet operational standards
- Provide executive support to the Head of Japan
- Coordinate flight bookings, travel insurance, visas, and accommodation
- Organise corporate events and internal activities
- Liaise with headquarters on local IT support and handle assigned projects

Requirements:

- Bachelor's degree or above
- More than 5 years of relevant working experience
- More than 2 years of team supervisory or people management experience
- Proficient in MS Office Suite
- Proficient in written and verbal English and Japanese

Preferred requirements:

- Prior office renovation and relocation experience
- Proven cross-office management experience
- Possess valid fire prevention and disaster prevention manager qualification

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.