

【英語を活かす】オフィスマネージャー/ Office Manager

機械メーカーにて、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

機械メーカー

Job ID

1605276

Industry

Machinery

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 9 million yen

Refreshed

August 13th, 2026 00:00

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 packaging machinery and services company is looking for an Office Manager. The selected candidate will oversee office administration, local HR operations, IT coordination, and management support.

A global leader in packaging machinery and services, this company excels in delivering innovative solutions for the folding carton, corrugated board, and flexible materials industries. Known for its advanced technology and customer-centric approach, it offers job seekers a dynamic environment focused on precision, sustainability, and continuous improvement.

Keywords:

オフィスマネージャー、総務管理、人事管理、IT管理、経営サポート、管理部門、包装機械、産業機械, 求人, 外資系

Job Ref: JPSKA3

Responsibilities:

- Manage daily office operations, facilities, security, supplies, vendors, and workplace safety
- Coordinate recruitment, onboarding, employee lifecycle processes, benefits, payroll data, and HR documentation
- Provide initial HR guidance and support performance management, talent development, engagement, and workforce planning
- Ensure compliance with Japanese labour laws, internal policies, administrative requirements, and IT security standards

- Coordinate employee IT support, user access, equipment allocation, asset inventory, vendors, and system deployments
- Support the President and management team with reports, presentations, meetings, projects, and headquarters communication

Requirements:

- Bachelor's degree or above in business administration, human resources, or a related domain
- Proficient in MS Office Suite
- Native level Japanese; business level verbal and written English

Preferred requirements:

- Experience with HRIS and ERP systems

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.