



Workplace Experience Manager

Job Information

Recruiter

JAC International Co., Ltd.

Hiring Company

グローバル自動車メーカー

Job ID

1614105

Industry

Automobile and Parts

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7.5 million yen ~ 12 million yen

Refreshed

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General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The Workplace Experience Manager will oversee administrative operations for the organization. This role involves managing and implementing efficient administrative systems. The ideal candidate will contribute to strategic planning, coordinate facilities, and lead a team to support the organization's overall success.

What you will be doing: Administrative Operations: Drive the implementation of streamlined administrative systems and cutting-edge technology. Oversee facilities management to create a safe and efficient work environment.

Team Leadership: Provide effective leadership to the administrative team. Foster a collaborative and supportive work culture that aligns with the company's mission and values.

Strategic Contribution: Play a key role in cultivating our culture by coming up with unique ideas to make our workplace a better place. Collaborate with headquarters employees to incorporate their needs to the office management.

Required Skills

- Bachelor's degree in Business or a related field Proven track record in administration, preferably within the tech industry.
- Strong leadership skills with the ability to motivate and guide a diverse team.
- Excellent communication skills to effectively interact with internal teams and external stakeholders.
- Adaptability and resilience in navigating the dynamic nature of a growing company

Nice To Have:

- Adaptability and cultural sensitivity.
- International Experience of Managing administration of a subsidiary company.

Company Description