

Business Coordinator

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
グローバルB2C企業

Job ID
1614109

Industry
Retail

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

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Minato-ku

Salary
4 million yen ~ 6 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Refreshed
November 27th, 2026 02:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

- Coordinate the end-to-end contract process, including document preparation, internal review, approvals, execution, and filing.
- Act as the primary point of contact for contract administration and related business support across the organization.
- Liaise with internal stakeholders, external partners, legal advisors, and global teams to ensure timely completion of contracts and business documentation.
- Manage and maintain contract records and documentation within internal contract management systems, ensuring accuracy and compliance.
- Prepare, review, edit, and maintain confidential business documents, agreements, reports, presentations, and meeting materials in both Japanese and English.

- Support bilingual communication by assisting with document translation, proofreading, and stakeholder coordination when required.
- Provide guidance to employees on contract-related processes, documentation standards, templates, and internal systems.
- Assist with legal, compliance, and corporate governance initiatives by maintaining documentation and supporting cross-functional projects.
- Coordinate approval workflows, track outstanding actions, and ensure all required documentation is completed and properly archived.
- Support senior leaders with document execution, business correspondence, meeting coordination, and other administrative activities while handling sensitive information with a high level of confidentiality.
- Contribute to process improvements that enhance efficiency, consistency, and compliance across contract management and administrative operations.
- Build strong working relationships with local and international stakeholders to facilitate effective collaboration across functions.

Required Skills

Up to two years of experience in legal operations, contract administration, paralegal work, executive support or business coordination

Fluent written and spoken Japanese and English

Confidence working with both legal and business stakeholders

Strong accuracy and attention to detail when handling confidential documents

Ability to manage multiple priorities and meet demanding deadlines without compromising quality Strong organisational, prioritisation and time-management skills

Ability to work autonomously and take initiative in a fast-paced environment

Advanced skills in Microsoft Word, Excel, PowerPoint and Outlook

Clear written and verbal communication, with strong grammar, spelling and listening skills

A collaborative, adaptable and dependable approach, with integrity and an eagerness to learn

Company Description