

Japan Workplace Support Coordinator|Global Office Experience

Use English in a Global Workplace

Job Information

Hiring Company
Third Bridge Group Limited.

Job ID
1614447

Industry
Business Consulting

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

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Chiyoda-ku

Salary
4 million yen ~ 6.5 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Work Hours
9am ~ 6pm JST

Holidays
In accordance with company regulations

Refreshed
November 9th, 2026 08:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

- Responsible for the overall operation of the Tokyo office, including reception, office supplies management, vendor coordination, and onboarding/offboarding preparation
- A rewarding opportunity to support the office in a fast-paced environment while working with a diverse range of stakeholders and managing competing priorities
- Utilize both English and Japanese in a wide range of responsibilities, including collaboration with overseas offices and coordination of internal events
- Work alongside diverse colleagues in a global organization, with opportunities to provide remote support to the Korea office

【Job Responsibilities】
Based at our Tokyo office, the Workplace Support Coordinator is an essential member of the Workplace Management team. We are looking for someone who can assist with the running of a fast-paced office. Someone who will relish the daily challenges of the department, who can follow and maintain processes and procedures in order to keep the office running smoothly, and who isn't afraid to roll up their sleeves.
Reporting to the Regional Workplace Support Manager, the main responsibilities of this role will include but are not limited to:

- Ensuring service level agreements with 3rd third-party custodial vendor are met
- Communications with external suppliers, partners, and internal teams
- Working closely with the Workplace Management team to ensure high standards across the office
- Answering the main reception phone and directing calls
- Meeting and greeting guests
- Being the first point of contact for the building porter, etc.
- Taking receipt of and distributing post and deliveries, coordinating outgoing mail
- Maintaining stock levels of food and stationery, ordering/taking receipt of deliveries/allocating stock to kitchen/store cupboard
- Setting up and assisting with in office social events
- Liaising with maintenance people and other vendors when they are scheduled to complete works in the office
- Coordinating desks and IT equipment for onboarding/offboarding employees
- Provide remote support for Seoul office
- Other office administrative tasks as needed

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Third Bridge is a leading global research firm established in 2007, with a team of over 1,500 employees worldwide dedicated to fueling decisions with expert insights. We accelerate and enhance decision-making for investors and business leaders by unearthing unique expert insights across multiple sectors, geographies, and topics.
For nearly 20 years, we've helped clients access knowledge on demand from experts, in-person and through our Library covering over 65,000 companies.

【Employment Type】
Permanent employee

【Salary】
3.5 Million ~ 4 Million JPY

【Working Hours】
9am ~ 6pm JST

【Work Location】
Tokyo, Japan

【Holidays & Leave】
Employees are entitled to 15 days of annual paid leave (which can be carried forward), 2 days of personal leave, and 2 days of volunteer leave.

【Benefits & Welfare】
Benefits include a monthly communication allowance, up to 4 weeks per year of Work from Anywhere, and a company-provided laptop.

Required Skills

【Qualifications】

- Experience with office coordination, health and safety, and facilities would be advantageous
- Highly organised with a keen eye for detail
- The ability to establish strong relationships with suppliers and colleagues
- Ability to learn quickly and jump in where needed
- A proven ability to work in an extremely fast-paced environment
- Excellent written and verbal communication
- Ability to make decisions quickly and sort complex, competing priorities
- Ability to keep calm in the face of fast change or urgent demands
- Ability to interact with senior executives and all levels of the organisation
- An understanding of confidentiality issues and the use of discretion
- A smart, professional appearance and can-do attitude
- Written and verbal fluency in Japanese and English required, Korean a plus

***Notes:**
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administration, as well as to share such personal information with third parties for the same purpose, in accordance with the Candidate Privacy Notice.
We know that to be truly innovative, we need to have a diverse team around us. That is why Third Bridge is committed to creating an inclusive environment and is proud to be an equal opportunity employer. If you are not 100% sure if you are right for the role, please apply anyway, and we will be happy to consider your application.

Company Description