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
1618909

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
October 22nd, 2026 17:50

General Requirements

Minimum Experience Level
Over 3 years

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

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 Honda employees to incorporate their needs to the office management.

Employee Benefits:
Health Insurance Employees' Pension Employment Insurance Industrial Injury Insurance

Required Skills

What We Are Looking For:

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:

Experience of working in a multicultural environment, demonstrating adaptability and cultural sensitivity.
International Experience
Experience of Managing administration of a subsidiary company.

Company Description

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国（また2011 年には香港・韓国にも拠点を新設予定）でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

?

We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.