【大阪 / 年収 ~ 450万円】Client Services & Office Operations Coordinator

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Job Information

Recruiter
Talentus K.K.

Job ID
1619544

Industry
Real Estate Brokerage, Management

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

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Osaka Prefecture

Salary
3 million yen ~ 5 million yen

Refreshed
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General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

About the Company

Our client provides professional workspaces and services for a diverse business community. Its Osaka team is seeking a friendly, organized coordinator who enjoys helping people and keeping things running smoothly.

About the Role

Combine customer service, office operations, and community activities in a varied, hands-on position. You will help create a welcoming workplace, resolve everyday requests, and support the businesses using the space.

Key Responsibilities

- Build relationships with members and respond to their questions and requests.
- Welcome visitors and support reception.
- Help new members get settled, including registrations and workspace preparation.
- Keep shared spaces stocked, organized, and ready to use.
- Assist with meeting-room equipment, office rearrangements, and practical issues.
- Help arrange events that bring members together.
- Coordinate with colleagues to improve day-to-day service.

Position Details

- Location: Osaka
- Salary: Up to ¥4.5 million annually, depending on experience
- Employment: Permanent, full-time
- Working arrangement: On-site
- Existing permission to work in Japan required

Please share your CV (English, Japanese, and/or 履歴書 if you have it)

Talentus will share the company name and further details during an initial conversation.

Required Skills

What We're Looking For

- Native-level Japanese and conversational English.
- Ideally 1–2 years of relevant experience; internships and NGO experience may also be considered.
- A helpful attitude, attention to detail, and confidence managing competing priorities.
- Willingness to take ownership of both customer-facing and practical tasks.

Hospitality, retail, reception, customer support, and administrative backgrounds could transfer well.

Company Description