

Office Manager Japan

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Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
コンパテックジャパン株式会社

Job ID
1620274

Industry
Medical Device

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6.5 million yen ~ Negotiable, based on experience

Work Hours
09:00 ~ 17:15

Holidays
【有給休暇】初年度は入社月に応じて期間按分付与（最大10日）試用期間終了後、入社4ヶ月目に付与 2年目以降 13～20日 【...

Refreshed
October 29th, 2026 18:24

General Requirements

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

【求人No NJB2419161】
【Position Overview】
The Office Manager Japan is responsible for ensuring the effective safe and efficient operation of the Japan office and for providing broad administrative and business support across the organization.

The role leads general affairs and day to day office operations including workplace safety facilities vendor coordination

employee onboarding and offboarding support internal meetings company events and other administrative activities required to support the Japan organization.

As Japan operates with a lean organizational structure this role is expected to work across functions proactively identify operational needs and take ownership of a broad range of activities beyond traditional office management responsibilities. Success requires agility collaboration sound judgment a hands on approach and a willingness to support the business without drawing rigid boundaries around the role.

The role may provide limited administrative support to local leadership and international visitors when required. Dedicated Executive Assistant responsibilities are not a primary focus of this position.

【Key Objectives】
Office Management General Administration 70%
Business Support Special Projects 30%

※The allocation above is indicative. Actual priorities may vary according to business needs seasonal activities office events and operational requirements.

【Key Responsibilities】
■Office Management General Administration
・Manage day to day office operations and maintain a safe efficient well organized and professional workplace environment.
・Establish maintain and continuously improve office procedures policies and administrative processes.
・Coordinate office facilities maintenance supplies equipment access control meeting rooms workplace services and emergency preparedness.
・Manage office related budgets purchase requests vendor invoices contracts supplier relationships and relevant administrative records.
・Act as the primary point of contact for office related matters and coordinate with internal and external stakeholders to resolve issues promptly.
・Support employee onboarding and offboarding including workplace preparation access equipment coordination and related administration.
・Coordinate workplace safety activities and support compliance with company policies and applicable local requirements.
・Plan and coordinate internal meetings town halls training sessions sales meetings company events and employee engagement activities.
・Coordinate visitor logistics office access and business travel related administration when required.

■Business Support Special Projects
・Provide flexible administrative and operational support across functions based on business priorities.
・Coordinate cross functional activities and projects involving multiple stakeholders timelines and external partners.
・Act as a liaison between the Japan organization and regional or global teams on administrative and operational matters.
・Identify opportunities to simplify standardize and improve ways of working using digital tools where appropriate.
・Support ad hoc projects events and business initiatives as assigned.
・Take ownership of operational issues that may not sit clearly within a single function and work collaboratively to drive them to resolution.
・Contribute to a culture of teamwork accountability agility and continuous improvement.

■Authority
Operates within approved company policies budgets and delegation of authority. Escalates commitments contracts or decisions requiring formal approval to the appropriate manager or function.

Required Skills

■Key Requirements
・Solid practical experience in office management general affairs workplace operations or business administration. Experience covering the core spectrum of general affairs responsibilities is essential.
・Demonstrated capability to manage a broad range of administrative and operational responsibilities in a professional office environment.
・Strong organizational and prioritization skills with the ability to manage multiple competing demands and seasonal peaks in workload.
・Proactive hands on problem solving and the ability to identify needs before they become operational issues.
・High agility and willingness to take ownership beyond a narrowly defined job scope.
・Strong collaboration skills and the ability to work effectively across functions seniority levels and cultures.
・Ability to work independently manage ambiguity and adapt to changing business requirements.
・Sound judgment and discretion when handling confidential or sensitive information.
・Strong service orientation combined with clear prioritization follow through and accountability.
・Proficiency in Microsoft 365 applications including Outlook Teams Excel Word and PowerPoint.
・Experience working with enterprise systems such as HR finance procurement expense management and collaboration platforms is preferred （e.g. Workday SAP Concur Microsoft 365 SharePoint or similar systems）.
・Ability to quickly learn and effectively utilize new systems and digital tools.
・Experience in a multinational or matrix organization is preferred.

■Education / Qualifications
・Bachelor’s degree or equivalent practical experience.
・Native level Japanese and business level English communication skills both written and spoken.

■Examples of Typical Challenges
・Balancing planned administrative work with changing business needs urgent requests and seasonal peaks while maintaining service quality and control.
・Taking ownership of issues that do not have clearly defined processes or functional ownership and driving them to resolution through collaboration with relevant stakeholders.

Company Description

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