

Office Manager

韓国投資公社での募集です。 採用のご経験のある方は歓迎です。

Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
韓国投資公社

Job ID
1622752

Industry
Asset Management

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6 million yen ~ Negotiable, based on experience

Work Hours
09:00 ~ 18:00

Holidays
【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 年末年始

Refreshed
November 12th, 2026 15:02

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Other Language
Korean

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

【求人No NJB2421615】
韓国投資公社（Korea Investment Corporation KIC）は、韓国政府により2005年7月に設立されたグローバル投資運用機関であり、韓国の外貨準備資産およびその他の公共資金の一部を運用しています。
KICは、グローバル資本市場における多様な外貨建て資産への分散投資を通じて、適切なリスク水準のもと、長期的な実質

購買力の維持および目標収益率を上回る収益の達成を目指しています。
また、公共資金の効率的な運用を通じて、国富の維持・向上ならびに将来世代への貢献を使命としています。このたび、KIC東京オフィスでは、意欲と能力を兼ね備えた人材を以下のとおり募集いたします。

Korea Investment Corporation（KIC）is a global investment management company established in July 2005 by the Korean government to manage part of the country's foreign exchange reserves and other public funds.
KIC strives to preserve the long term purchasing power of the assets entrusted and exceed investment target return within a justifiable level of risk through investing in well diversified foreign currency denominated assets across global capital markets. By efficiently managing public funds KIC will contribute to preserving and enhancing sovereign wealth and providing for future generations.
We invite dynamic and highly motivated individuals to join us at our Tokyo Office.

【業務内容】
・ Manage daily administrative and operational functions of the office
・ Manage office budget expense processing and general office administration
・ Manage HR related functions for the office including local recruitment compensation adjustments expatriate visa support payroll administration and local tax filing coordination
・ Coordinate office facilities and relationships with external service providers
・ Liaise between headquarters and local counterparties handling communication and reporting
・ Perform other duties and administrative responsibilities as assigned
(Scope of Change: Administrative and operational duties within the Tokyo Office)

・東京オフィスにおける日常的な管理・運営業務
・予算管理、経費処理および総務関連業務
・現地採用、報酬改定、駐在員ビザ関連支援、給与管理および税務申告対応等を含む人事関連業務
・オフィス設備管理および外部業者との対応
・本社および外部関係先との連絡・調整、報告業務
・その他、会社が指定する管理関連業務

Required Skills

・日本国内における総務・オフィスマネジメント関連業務経験5年
・日本語および英語（もしくは韓国語）での業務遂行能力必須
・Microsoft Office（Word、Excel、PowerPoint）の操作スキル
※ 応募時点で日本国内に居住しており、日本国内で就労制限なく適法に就労できる方に限ります。

・ 5+ years of relevant experience in office administration or office management in Japan
・ Fluency in Japanese and English（or Korean） is required
・ Proficiency in Microsoft Office applications（Word Excel PowerPoint）
・ Applicants must currently reside in Japan and be legally authorized to work in Japan without restrictions.
※ Years and relevance of experience will be assessed as of the posting date.

Company Description

Established in July 2005 under the Korea Investment Corporation Act KIC manages assets entrusted by the government the Bank of Korea and public funds. Through efficient asset management KIC contributes to the development of the financial industry.【Delivering Investment Performance through Efficient Asset Management】KIC aims to generate long term returns that exceed inflation enabling the sharing of wealth across generations.■VisionTo grow national wealth and create future value as a world class global investor■Core ValuePerformance Expertise Innovation Responsibility One KIC■StrategyEnhance long term profitabilitySecure future growth enginesStrengthen national competitivenessEstablish a sustainable management system