

GALLUP®

【MNC | Hybrid Work】 Project Coordinator

International Work Environment

募集職種

採用企業名

Gallup Japan 株式会社

求人ID

1546192

業種

ビジネスコンサルティング

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

山手線、 浜松町駅

給与

経験考慮の上、応相談

更新日

2025年07月29日 13:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

流暢

最終学歴

大学卒： 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Oversee details and deliverables that empower our clients to create thriving workplaces.

As a project coordinator at **Gallup**, you'll guide the seamless execution of projects and deliver an exceptional experience for our clients. Whether you're collaborating with internal teams, coordinating client courses or communicating with partners, your relationship-building skills and attention to detail will leave a lasting, positive impression. Strong communication, self-direction and proactive problem-solving will be essential to your success in this role. Your commitment to excellence and

ability to balance priorities will make you a perfect fit for our fast-paced, client-obsessed team.

What You'll Do

- Manage timelines to ensure seamless project delivery
- Coordinate schedules, materials, setups and other logistics for client courses and events
- Communicate frequently with clients and internal partners to align on priorities and deliverables
- Schedule calls with Gallup course participants and Gallup coaches via email and phone
- Host clients, support catering needs, answer the phone, set up and tear down course and event rooms, and carry out other support tasks as needed

What You'll Experience

- **Mission-driven work:** Make a meaningful difference for organizations, governments and individuals with your unique contributions, commitment to service and exceptional outcomes.
- **Engaged teams:** Join world-class managers, highly productive colleagues and knowledgeable mentors who are enthusiastic about their work.
- **Learning opportunities:** Focus on continuous growth by developing your strengths, feeding your curiosity, challenging conventional thinking and experimenting.
- **Brand strength, startup energy:** Thrive in an innovative culture backed by a trusted brand.
- **A collaborative environment:** Work where your ideas, perspectives and experiences are welcomed and valued.
- **A vibrant workplace:** Enjoy working in our collaborative office environment in Hamamatsucho — a business area and gateway to the heart of Tokyo — just 20 minutes from the Haneda Airport, surrounded by cafes and restaurants, and with gorgeous views of the iconic Tokyo Tower.

Learn more about **life at Gallup** (<https://www.gallup.com/careers/229745/life-at-gallup.aspx>).

Gallup offers a robust benefits package that includes competitive pay, health insurance options, life insurance, a retirement savings program, an employee stock ownership program, mass transit reimbursement, family-building benefits, an employee assistance program, and various reimbursements and activities that enhance our associates' wellbeing.

Gallup is an equal opportunity/affirmative action employer that celebrates, supports and promotes diversity and inclusion. We will consider all qualified applicants without regard to race, color, religion, sex, national origin, disability, sexual orientation or gender identity, or any other legally protected basis, in accordance with applicable law.

スキル・資格

Who We Want

- **Highly organized multitaskers** who thrive on arranging people, projects and resources to bring order to complexity and meet expectations on time and with outstanding quality
- **Disciplined achievers** who perform at their best in fast-paced, deadline-driven environments and bring sharp focus to the smallest details, even under pressure
- **Solution seekers** who take ownership of challenges and resolve issues before they escalate
- **Service-oriented team members** who have the sophistication, poise and confidence to support the Gallup team and clients

What You Need

- Bachelor's degree required
- Fluency in Japanese and English required
- Proficiency in Microsoft Excel, Word, PowerPoint and Outlook required
- Experience in project coordination, executive administration or event management preferred
- A commitment to working on-site at Gallup's Tokyo office at least three days a week required
- Eligibility to work in Japan required — open to foreign candidates with valid work visas; this position is not eligible for employment-based visa sponsorship

会社説明