



## General Affairs Coordinator at a Luxury Brand Store

### 募集職種

#### 人材紹介会社

Cornerstone Recruitment Japan 株式会社

#### 求人ID

1556155

#### 業種

小売

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

#### 外国人の割合

外国人 少数

#### 雇用形態

紹介予定派遣

#### 勤務地

東京都 23区, 中央区

#### 最寄駅

銀座線、銀座駅

#### 給与

450万円 ~ 550万円

#### 時給

2,800 yen - 3,800 yen

#### 勤務時間

8 hours regular office hours

#### 休日・休暇

10 days holiday, 3 days sick leave

#### 更新日

2026年01月26日 00:00

### 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 (英語使用比率: 50%程度)

#### 日本語レベル

ネイティブ

#### 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

Position: General Affairs Coordinator

Location: Tokyo, Japan | Languages: Japanese & English

#### About the Role

Join a world-renowned luxury brand and be the backbone of our Tokyo office. As General Affairs Coordinator, you'll ensure everything runs smoothly — from office operations and vendor management to executive visits and CSR initiatives. This role blends operational excellence with a touch of elegance, giving you the chance to make a real impact every day.

#### Why Join Us:

Work in a kind, international culture where your impact is valued

Build your career at a prestigious global luxury brand

Thrive in a dynamic, fast-paced environment that blends tradition and innovation

#### What You'll Do:

- Manage daily office operations, vendors, and facilities with style and efficiency
- Lead office projects, relocations, and renovations
- Oversee budgets, purchase orders, and recordkeeping
- Drive sustainability initiatives and CSR programs
- Support events, training, and executive visits, ensuring a seamless experience for all

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#### スキル・資格

#### What We're Looking For:

- experience in **office administration, general affairs, or back-office operations**, preferably in luxury, retail, or international environments
- Fluent in **Japanese and English** (TOEIC 800+ or equivalent)
- Proven experience in office relocation, vendor management, and facility operations
- Proficient in **Microsoft Office** (Excel formulas, Pivot Tables, Word) and standard office systems
- Highly organized, proactive, and solutions-oriented
- Someone who takes pride in creating an efficient, elegant, and welcoming work environment

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#### 会社説明