

MichaelPage

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Office Manager - Global Consumer Goods Company

Office Manager - 6M

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1560074

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

450万円 ~ 600万円

更新日

2025年10月01日 11:26

応募必要条件

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

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

You will manage day-to-day general affairs operations, ensuring a safe, efficient, and supportive work environment for ~100 Tokyo employees, while also working closely with vendors, building management, and internal stakeholders.

Client Details

Join a leading American consumer goods company with a diverse portfolio of well-known brands for daily essentials. The company has grown into a global organization, employing thousands of people worldwide and generating billions in annual revenue. In Japan, the business is anchored by well-known consumer brands, including a market-leading outdoor division with significant revenue growth.

Description

- Oversee and manage Tokyo office operations, including facilities, equipment, vendor management, and contracts
- Lead and coordinate health, safety, and disaster prevention initiatives
- Handle employee requests (e.g., facilities, company cars, supplies) and ensure policy compliance
- Drive process improvements, cost management, and compliance with company regulations
- Manage external vendors and outsourced BPO for general affairs services
- Partner with local HR and APAC real estate team on office planning, leasing, and policies

Job Offer

- Autonomy & ownership: Make independent decisions locally while reporting into a supportive APAC leader
- Hybrid & flexible work available
- Global brand portfolio: Work in an environment connected to household names

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Ayumi Nandinzurkh on +81366276128.

スキル・資格

- Proven experience as a GA or Office Manager
 - Native-level Japanese with strong business-level English skills.
 - Oversee and manage Tokyo office operations, including facilities, equipment, vendor management, and contracts
 - Lead and coordinate health, safety, and disaster prevention initiatives
 - Handle employee requests (e.g., facilities, company cars, supplies) and ensure policy compliance
 - Drive process improvements, cost management, and compliance with company regulations
 - Manage external vendors and outsourced BPO for general affairs services
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会社説明

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