

# Third Bridge



## Workplace Support Coordinator (Part-Time)

Support our Growing Tokyo Office!

### 募集職種

#### 採用企業名

Third Bridge Group Limited.

#### 求人ID

1583603

#### 業種

ビジネスコンサルティング

#### 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 半数

#### 雇用形態

パートタイム

#### 勤務地

東京都 23区, 千代田区

#### 最寄駅

山手線、 東京駅

#### 給与

経験考慮の上、応相談

#### 勤務時間

9:00-15:00

#### 休日・休暇

土日・祝日

#### 更新日

2026年04月30日 16:00

### 応募必要条件

#### キャリアレベル

新卒・未経験者レベル

#### 英語レベル

ビジネス会話レベル (英語使用比率: 25%程度)

#### 日本語レベル

流暢

#### 最終学歴

高等学校卒

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### About Third Bridge

We connect the world's **top investors and business leaders** to the insights that shape **investment decisions**.

From **private equity firms and hedge funds** to leading consultancies, our clients count on us to find the exact expert they need — fast.

Since 2007, we've grown to 1,500+ people across global financial hubs, becoming a trusted research partner to thousands of decision-makers. This is where ambitious people come to **accelerate their careers**.

#### Job Description

Based at our Tokyo office, the Workplace Support Coordinator is an essential member of the Workplace Management team. In this part time role, the standard hours of operation will be **9am - 3pm each day**. We are looking for someone who can assist with the running of a fast-paced office. Someone who will relish the daily challenges of the department, who can follow and maintain processes and procedures in order to keep the office running smoothly, and who isn't afraid to roll up their sleeves.

Reporting to the Regional Workplace Support Manager, the main responsibilities of this role will include but are not limited to:

- Ensuring service level agreements with 3rd third-party custodial vendor are met
- Communications with external suppliers, partners, and internal teams
- Working closely with the Workplace Management team to ensure high standards across the office
- Answering the main reception phone and directing calls
- Meeting and greeting guests
- Being the first point of contact for the building porter, etc.
- Taking receipt of and distributing post and deliveries, coordinating outgoing mail
- Maintaining stock levels of food and stationery, ordering/taking receipt of deliveries/allocating stock to kitchen/store cupboard
- Setting up and assisting with in office social events
- Liaising with maintenance people and other vendors when they are scheduled to complete works in the office
- Coordinating desks and IT equipment for onboarding/offboarding employees
- Provide remote support for Seoul office
- Other office administrative tasks as needed

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#### スキル・資格

- Experience with office coordination, health and safety, and facilities would be advantageous
- Highly organised with a keen eye for detail
- The ability to establish strong relationships with suppliers and colleagues
- Ability to learn quickly and jump in where needed
- A proven ability to work in an extremely fast-paced environment
- Excellent written and verbal communication
- Ability to make decisions quickly and sort complex, competing priorities
- Ability to keep calm in the face of fast change or urgent demands
- Ability to interact with senior executives and all levels of the organisation
- An understanding of confidentiality issues and the use of discretion
- A smart, professional appearance and can-do attitude
- Written and verbal fluency in Japanese and English required, Korean a plus

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#### 会社説明