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【英語力を活かせる／外資系エネルギー業界】 オフィスマネージャー

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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

1592574

業種

石油・エネルギー

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 850万円

更新日

2026年05月15日 14:30

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

A leading international company in the renewable energy sector is seeking an experienced and proactive Office Manager to support its growing Tokyo office. This is an exciting opportunity to join a dynamic, mission-driven organization focused on sustainable infrastructure and clean energy development across Asia.

Client Details

A global company operating in the energy and infrastructure sector, supporting sustainable projects across international markets. The organization offers a collaborative and fast-paced environment with a strong focus on innovation, operational excellence, and long-term growth.

Description

- Oversee day-to-day office operations to ensure an efficient and professional working environment
- Manage office vendors, supplies, facilities, and service providers
- Support onboarding/offboarding processes and coordinate with internal stakeholders
- Arrange business travel, meetings, company events, and schedules
- Provide administrative support to senior leadership and cross-functional teams
- Handle invoices, expense management, and coordination with finance/accounting teams
- Maintain office policies, procedures, and internal documentation
- Assist with HR and general administrative tasks as needed
- Act as a key point of contact for both internal employees and external partners

Job Offer

- International working environment with exposure to regional operations
- Competitive salary and benefits package
- Convenient central Tokyo office location

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

スキル・資格

- Proven experience in office management or administration
 - Business-level Japanese and strong English communication skills
 - Strong organizational and multitasking abilities
 - Proficiency with Microsoft Office and common business tools
 - Professional, proactive, and service-oriented mindset
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会社説明

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