

Japan Workplace Support Coordinator|Global Office Experience

Use English in a Global Workplace

募集職種

採用企業名
Third Bridge Group Limited.

求人ID
1614447

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
正社員

勤務地
東京都 23区, 千代田区

給与
400万円 ~ 650万円

ボーナス
固定給+ボーナス

勤務時間
9am ~ 6pm JST

休日・休暇
In accordance with company regulations

更新日
2026年11月23日 08:00

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
流暢レベル

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

≪Job Description & Position Highlights≫

- Responsible for the overall operation of the Tokyo office, including reception, office supplies management, vendor coordination, and onboarding/offboarding preparation
- A rewarding opportunity to support the office in a fast-paced environment while working with a diverse range of stakeholders and managing competing priorities
- Utilize both English and Japanese in a wide range of responsibilities, including collaboration with overseas offices and coordination of internal events
- Work alongside diverse colleagues in a global organization, with opportunities to provide remote support to the Korea office

【Job Responsibilities】
Based at our Tokyo office, the Workplace Support Coordinator is an essential member of the Workplace Management team. 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

< About Us >
Third Bridge is a leading global research firm established in 2007, with a team of over 1,500 employees worldwide dedicated to fueling decisions with expert insights. We accelerate and enhance decision-making for investors and business leaders by unearthing unique expert insights across multiple sectors, geographies, and topics.
For nearly 20 years, we've helped clients access knowledge on demand from experts, in-person and through our Library covering over 65,000 companies.

【Employment Type】
Permanent employee

【Salary】
3.5 Million ~ 4 Million JPY

【Working Hours】
9am ~ 6pm JST

【Work Location】
Tokyo, Japan

【Holidays & Leave】
Employees are entitled to 15 days of annual paid leave (which can be carried forward), 2 days of personal leave, and 2 days of volunteer leave.

【Benefits & Welfare】
Benefits include a monthly communication allowance, up to 4 weeks per year of Work from Anywhere, and a company-provided laptop.

スキル・資格

【Qualifications】

- 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

***Notes:**
Third Bridge values your trust and is committed to the responsible management, use, and protection of personal information. By submitting a Third Bridge job application, I hereby provide Third Bridge (including Third Bridge's affiliates and relevant third-party suppliers) with my consent to collect, store and process my personal information for the purpose of recruitment

administration, as well as to share such personal information with third parties for the same purpose, in accordance with the Candidate Privacy Notice.
We know that to be truly innovative, we need to have a diverse team around us. That is why Third Bridge is committed to creating an inclusive environment and is proud to be an equal opportunity employer. If you are not 100% sure if you are right for the role, please apply anyway, and we will be happy to consider your application.

会社説明