Corporate Administration Manager

募集職種

人材紹介会社
Expert Executive Recruiters (EER Global)

採用企業名
Expert Executive Recruiters

求人ID
1616549

業種
ソフトウエア

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, 港区

給与
900万円 ~ 1300万円

更新日
2026年11月20日 02:00

応募必要条件

職務経験
6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: 25%程度)

日本語レベル
流暢レベル

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可が必要です

募集要項

Corporate Administration Manager – Tokyo, Japan

Our client is a global technology leader at the forefront of ADAS technology, developing advanced software, hardware, and computer vision technologies for autonomous driving and next-generation mobility.

With a strong global presence and technologies deployed at significant scale, the company is continuing to advance intelligent systems that bring autonomy into the real world. Its Japan organisation works closely with leading automotive customers and global engineering teams, playing an important role in the development and deployment of next-generation automotive technologies.

About the role:

The Corporate Administration Manager will lead the administration function for the company's Japan organisation, reporting to the Japan CEO and managing a small team. The role spans HR and labour administration, finance, procurement, general affairs, office operations, and employee experience.

This is a hands-on leadership position, combining team management with ownership of key operational matters. The successful candidate will work closely with senior leadership, global headquarters, and external partners to ensure the organisation runs effectively while continuously improving processes and the employee experience.

Job Responsibilities:

- Leading, supporting, and developing the Corporate Administration team of three.
- Providing direction, prioritising activities, and supporting team members with complex matters and decision-making.
- Partnering closely with the Japan CEO on administrative and operational matters.
- Identifying opportunities to improve processes, efficiency, and the overall employee experience.
- Serving as a key interface between the Japan organisation and relevant global functions.
- Overseeing employee lifecycle processes, including onboarding, offboarding, payroll coordination, attendance, social insurance, employee documentation, and benefits administration.
- Managing and updating company work rules, policies, and employment-related procedures in collaboration with relevant external specialists.
- Overseeing expatriate and visa-related matters and supporting international employees working in Japan.
- Providing guidance on employee and labour-related matters.
- Supporting recruitment and contingent-worker administration as required.
- Reviewing and approving purchase orders, payments, and other relevant administrative requests.
- Overseeing banking administration, budget-related activities, and financial processes in coordination with internal staff and external specialists.
- Supporting vendor onboarding, procurement, and supplier-related matters.
- Overseeing the effective day-to-day operation of the Tokyo office.
- Providing management oversight for facilities, workplace safety, disaster preparedness, office maintenance, equipment, company vehicles, and other workplace services.
- Managing key vendors and external service providers.
- Overseeing office-related projects and ensuring operational responsibilities are appropriately assigned and completed.
- Overseeing employee engagement activities, company events, and relevant internal communications.

スキル・資格

Requirements:

- MUST: 7+ years of relevant experience in Corporate Administration, General Affairs, HR Operations, Office Management, or a related function.
- MUST: Previous experience leading or managing a team.
- MUST: Hands-on experience across multiple corporate administration areas, such as HR/labour administration, General Affairs, Finance Administration, Procurement, or Office Operations.
- Good working knowledge of Japanese corporate administration and employment practices.
- Demonstrated ability to manage external vendors and professional service providers.
- Strong organisational, prioritisation, and problem-solving skills.
- Excellent stakeholder-management and interpersonal skills.
- Native-level Japanese and business-level English.
- Working in a multinational or foreign-owned company.
- Experience collaborating with an overseas/global headquarters.
- Experience managing outsourced payroll, accounting, labour, legal, or other professional services.
- Experience improving processes or building new administrative practices in a growing organisation.
- A hands-on approach, with the ability to lead from the front while also contributing individually.
- Strong ownership and sound judgement.

会社説明