【大阪 / 年収 ~ 450万円】Client Services & Office Operations Coordinator

Global Environment | Use Your English

募集職種

人材紹介会社
タレンタス株式会社

求人ID
1619544

業種
不動産仲介・管理

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
大阪府

給与
300万円 ~ 500万円

更新日
2026年11月12日 21:00

応募必要条件

職務経験
1年以上

キャリアレベル
新卒・未経験者レベル

英語レベル
日常会話レベル

日本語レベル
ネイティブレベル

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

About the Company

Our client provides professional workspaces and services for a diverse business community. Its Osaka team is seeking a friendly, organized coordinator who enjoys helping people and keeping things running smoothly.

About the Role

Combine customer service, office operations, and community activities in a varied, hands-on position. You will help create a welcoming workplace, resolve everyday requests, and support the businesses using the space.

Key Responsibilities

- Build relationships with members and respond to their questions and requests.
- Welcome visitors and support reception.
- Help new members get settled, including registrations and workspace preparation.
- Keep shared spaces stocked, organized, and ready to use.
- Assist with meeting-room equipment, office rearrangements, and practical issues.
- Help arrange events that bring members together.
- Coordinate with colleagues to improve day-to-day service.

Position Details

- Location: Osaka
- Salary: Up to ¥4.5 million annually, depending on experience
- Employment: Permanent, full-time
- Working arrangement: On-site
- Existing permission to work in Japan required

Please share your CV (English, Japanese, and/or 履歴書 if you have it)

Talentus will share the company name and further details during an initial conversation.

スキル・資格

What We're Looking For

- Native-level Japanese and conversational English.
- Ideally 1–2 years of relevant experience; internships and NGO experience may also be considered.
- A helpful attitude, attention to detail, and confidence managing competing priorities.
- Willingness to take ownership of both customer-facing and practical tasks.

Hospitality, retail, reception, customer support, and administrative backgrounds could transfer well.

会社説明