



JOB CODE: GSJ-O-210801-076

Office Manager Japan Branch オフィスマネージャー

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イベント、スタジアム、展示会の建設に特化したスイスのグローバル企業が、2025年開催の大阪万博に向けて、プロジェクトマネージャーを募集しております。

THE COMPANY

The company is an internationally operating group based in Switzerland specializing in event, stadia, and exhibition construction.

The company plans, constructs, rents, and sells temporary and permanent constructions like stadiums, grandstands, bleachers, platforms, stages, pedestrian bridges along with exhibition stands, pavilions and halls for sport and cultural events, exhibitions and trade fairs.

The company was founded in 1941 as a carpentry workshop in Switzerland. In 1958 the company entered the scaffolding sector and in the following year they began with the rental and assembly of grandstands, stages made of wood and steel tubing. Their international expansion grew stronger particularly as of the year 2000. In 2007, the company established the scaffolding sector independently, and since that time has turned its focus towards the event, stadia and exhibition markets.

The company is headquartered in Switzerland with branches in Germany, Austria, Spain, Italy, the United States, Czech Republic, Abu Dhabi and Qatar. The Group employs a permanent workforce with a total of around 350 employees, whereby the personnel capacity is sometimes even doubled for major projects.

They have been already awarded with the construction of the Swiss and Austrian pavilion for the Expo 2025 in Osaka and more projects are to be expected.

THE POSITION

The Office Manager will have a very important and responsible function within the Expo team managing the office inclusive administration and assistance to the Branch Manager and responsible for the entire back-office functions of the Branch.

KEY DUTIES/MAIN TASKS

His/her area of responsibility will cover a broad spectrum including the following key areas:

1. The Office Manager supports the management (Branch Manager and Head of Operations) in all organizational, commercial, technical, and accounting tasks.
2. Support the accounting and regulates the procurement of materials, transport, travel, hotel bookings, etc..
3. Support marketing team in HQ Switzerland.
4. Support HR team in HQ Switzerland.
5. Support foreign employees for the important requirements.
6. Being an emergency contact for foreign employees.

QUALIFICATION, SKILLS AND COMPETENCIES

1. University degree or similar commercial education with at least 5 years of experience.
2. Ideally, he/she understands the technical procedures and processes in the international construction and trading business.
3. Ideally, he/she has a technical background (civil engineer, architect, designer)
4. Ideally well connected in the field of construction, real estate and authorities, politics.
5. Experience e.g., in construction, real estate, project management, project development, international trade, etc.
6. Ideally experience in the field of major events (Olympic Games/Expo, etc.).
7. Strong verbal and written communication skills and a goal-driven personality.
8. Excellent listening skills, creative and solution oriented.
9. Passionate, enthusiastic, and able to work in a team environment.
10. High customer-orientation and business acumen.
11. Autonomous, proactive problem solver motivated by bottom line results and challenges.
12. Japanese (native), English (business fluent), German would be desirable.
13. Must be based in Osaka.

ADDITIONAL INFORMATION

The candidate should be a "hands on" person with a "can do" attitude, comfortable with working towards targets and objectives and with operation in the Japanese and international business environment.

Job Code: GSJ-O-230129-096

Employment Type: Full-time (Based in Osaka for a Term of 3 - 4 years)

Position: Office Manager Japan Branch

Location: Osaka in the newly established office with some days of home office possible.

Remuneration: JPY 8 - 10 m

[APPLY HERE](#)

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