



メンテナンススタッフ・施設管理部/Maintenance Staff (Rusutsu)

Job Information

Hiring Company

Niseko Alpine Development (NISADE)

Job ID

1329267

Industry

Hotel

Job Type

Permanent Full-time

Location

Hokkaido, Abuta-gun Rusutsumura

Salary

3 million yen ~ 4 million yen

Refreshed

January 31st, 2025 08:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

NISADEは、自社が建てた建物から様々なコンドミニアムホテルと別荘の管理運営業務を手掛けています。今回、ルスツでのコンドミニアムホテル The Vale Rusutsu の設備管理スタッフを新たに募集致します。

NISADE's facility management team carries out full maintenance work to the Vale Rusutsu. We are looking for new facility management staff for The Vale Rusutsu.

役職の主な役割

- 所有、管理する施設全般、並びに機器の維持と保全、不具合箇所の修繕
- 常に予め備える姿勢をもち、緊急時の対応や解決も円滑かつ正確に臨む。
- 作業計画をたて、それに基づいた作業計画を遂行する。(日常、週間、月間、四半期、半期、年間等)
- 電気、通信、配管、空調、衛生、機器、機械の保守、保全を行う。
- 施設の清掃に関する業務を行う。
- 作業内容は作業報告書をもって引き継ぎ、報告する。
- 外注作業を発注した場合には、事前に見積もり依頼、工程予定、また、作業中は進捗を確認し完了時には作業報告書をもって報告する。また、打ち合わせの内容についても報告書を作成する。
- エネルギーコントロールを正しく行い、水光熱費、燃料費の適正化をはかる。
- 不具合箇所の修繕に関しては、平易かつ正確にスタッフに説明する。

- 薬剤、燃料の管理には細心の注意をはらい、施錠し、適正に管理する。
- 全ての発注は事前に決裁を受け、速やかに発注する。
- 月末には、在庫表をもって消耗品の在庫、機器、工具類の適正数の保持を報告する。
- 求められた場合には、業務範囲以外の作業に関しても柔軟性をもって協力、対応する。

Key Responsibilities

- Maintenance and preservation of all owned and managed facilities and equipment, and repair of defective parts
- Constantly in position to handle and solve any emergency cases and carry out maintenance tasks.
- Follow the annual working schedule (daily, weekly, monthly and annual routine)
- Carry out maintenance for electricity, internet, piping, ventilation, machinery and any other areas that is required by your superior.
- Carry out cleaning tasks for the facilities
- Make sure proper work hand over and reporting is followed
- When jobs are outsourced, to make sure the pre-meeting, work progress and completion of work is being reported verbally and in writing to your superior.
- Make sure the energy management is carried out accurately in order to justify the utilities charges
- For any failure or repair required, to make sure all issues are conveyed and explained accurately
- Pay extra attention when handling dangerous items such as any flammables and always lock when required.
- All orders shall be approved in advance and placed promptly.
- At the end of each month, report on the inventory of consumables and the maintenance of the proper number of equipment and tools with an inventory list.
- Other tasks that is maintenance related and requested from your superiors.

Required Skills

必要条件/Requirements

- 実務経験がある場合は推薦状の提出
- 個人パフォーマンスやチームワーク能力
- 細やかな配慮ができ、書面および口頭でのコミュニケーション能力が高いこと
- プロフェッショナルな身なり
- コンピュータやマイクロソフトオフィスを使いこなす能力
- 仕事を学ぶ姿勢や態度
- 業務時間に柔軟に対応
- ネイティブレベルの日本語の読み書き、会話
- 日常会話レベルの英語の読み書き、会話 できれば尚可
- 普通自動車運転免許
- 大型自動車免許有れば尚可
- 法令に基づく施設管理に関する資格を有していれば尚可
- Have a solid reference as having previous hospitality experience is an advantage
- Task-driven individual and a team player
- Strong written and verbal communication skills, in addition to attention to details
- Well-presented and professional appearance
- Competency with computers / Microsoft office
- Ability to learn the job
- Must have flexible hours
- Japanese language skills at N2 level or above
- English Conversation at a daily level preferred
- Driver's license
- A large-sized automobile license is a plus.
- Government recognized qualification holders is desired.

福利厚生/Benefits

- フレンドリーで成功しているチーム環境での仕事
- 才能と貢献に対する表彰制度
- 一部のリゾートやアクティビティへの社員割引
- 雇用保険、労災、健康保険、厚生年金 の加入可能
- 平均年休120日
- Working in a friendly and successful team environment
- Recognition program for your talents and contribution
- Employee discounts to some resorts and activities
- Unemployment insurance, worker's compensation insurance, health insurance, and welfare pension insurance are available
- Average of 120 days off per year

Company Description

Niseko Alpine Developments Co., Ltd or simply NISADE, is a fully integrated Development Management business operating in the ski fields of Niseko, Hokkaido. Specialising in residential developments we power a project from concept to completion including project management and development management. Operating in the ski fields of Japan our residential developments cater to both the local and gaijin purchaser with a passion for the snow sports. Nisade employs those who can share their passion for the ski fields and possesses both excellent English and Japanese language skills. It is essential that our employees have good translation skills for documents and interpreting skills for face-to-face meetings and telephone calls. Our employees are friendly, approachable, and conscientious with a strong customer focus. Whether it is finding the best solution, feasibility scenarios or construction, NISADE's focus is to drive the optimal result for the clients and in so doing

guarantee's the best development experience. There simply is no better solution