



Facility Manager 【外資ファシリティ会社 オフィスに関わる施設運営】 英語スキル必須

◆ 総務マネージャー経験者、ファシリティマネジメント経験者採用 ◆

Job Information

Hiring Company

ISS Japan Co. Ltd.

Job ID

1437600

Industry

Other (Real Estate, Construction)

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line, Roppongi Station

Salary

6 million yen ~ Negotiable, based on experience

Work Hours

9:00 - 18:00

Holidays

完全週休2日制

Refreshed

April 2nd, 2025 13:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Purpose of this Position

To support the Operations Manager in achieving the delivery of necessary facility management services to the client, with a particular focus on roles and responsibilities on space planning, FM support and support to MAC (moves, adds and changes).

Responsibilities

- FM Service Team Management
 - Team building by active participation and encouragement of staff input
 - Develop the senior leadership team for the account ensuring succession plans are in place
- FM SUPPORT
 - vendor management
 - Evacuation Drill Coordination support
 - Fire Marshal management support
 - First Aider training coordination support
 - FM support coordination and other adhoc support works as required by the Operations Manager
 - Ensuring FM regulatory regulations are in order on site
- Health Safety and Environment
 - The position is responsible for ensuring total adherence to the HSE principles and programs in the Barclays operations in Japan
 - Maintain a reporting procedure for accidents and near misses
 - Maintain a communication network to raise Health & Safety issues
 - Ensure, with the leadership team that Risk Assessments for all tasks are implemented and communicated effectively
 - Develop a safety culture within the Japan operations and support the wider account to establish a secure and safe environment
 - Ensure initiatives and programs are implemented across the region to ensure the nominated energy saving targets are achieved

Required Skills

Qualification Requirement

- Basic operation of AutoCAD is plus

Pre-Requisites and Personal Attributes

- 2 years of direct working experience
- 5 years of working experience with supervising workers / vendors
- Willing to work after office hours/weekends if required
- Proficient in MS Office

Company Description

ISS, a leading workplace experience and facility management company, provides placemaking solutions that contribute to better business performance and makes life easier, more productive and enjoyable – delivered to high standards by people who care.

CAREER

A place where people can thrive

A career at ISS is about making a difference. ISS people work at airports, banks, hospitals, and thousands of other places – and affect the lives of millions every day. Our people care about the great places they create, the customers and communities they serve, and the planet they seek to protect, always adding a human touch to everything they do.