

AMADEUS

【東京勤務】 Cluster Lead - Administration, Building and Facilities

日本+海外グループ（韓国、中華圏）のオフィス・マネジメントを担当いただくお仕事

Job Information

Hiring Company

Amadeus Japan K.K.

Job ID

1503495

Division

Building & Facilities Generalist

Industry

Software

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

March 6th, 2025 14:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Summary of the role

この役職は日本、東京に所在し、APAC Group Real Estateエリアマネージャーがレポートラインとなります。あなたは、日本、韓国、中華圏に拠点を置くグループ法人の建物および施設、総務業務、健康・安全に関する事項をすべて管理する責任を負います。その他のクラスターリーダーと密接に連携し、円滑な運営と会社の基準に則ったコンプライアンスの確保を行います。

This role resides in Tokyo, Japan, and reports to the APAC Group Real Estate Regional Manager. You will be responsible for managing all facets of Building and Facilities, General Administration, including Health and Safety matters for the Group entities based in Japan, Korea, and Greater China. You will work closely with other cluster leads to ensure smooth operations and compliance with company standards.

This role resides in Tokyo, Japan, and reports to the APAC GRE Regional Manager. You will be responsible for managing all

facets of Building and Facilities, General Administration, including Health and Safety matters for the Group entities based in Japan, Korea, and Greater China. You will work closely with other cluster leads to ensure smooth operations and compliance with company standards.

In this role you'll / Your main responsibilities

Administration (Admin):

- Overall management of office operations locally and within the cluster, ensuring services follow Amadeus standards in the most cost-efficient way.
- Compare costs for required goods or services to achieve maximum value for money.
- Perform appropriate stock management of furniture, fittings, and other relevant items as required by the Finance Department.
- Participate with People and Culture, DTS, and other relevant units in processes related to newcomers/leavers.
- Overlook and assist regional Administration activities as directed.

Facility Management (FM):

- Preventive and general maintenance of office infrastructure, including Server Rooms.
- Respond effectively to emergencies as they arise.
- Preventive and general maintenance of furniture, fittings, and similar items.
- Direct responsibility for relevant vendor negotiation and management.

Property Management (PM):

- Support CRE in planning future space needs in line with business objectives and anticipated organizational evolution.
- Ensure the best utilization of space through renovation or reorganization within current premises.
- Plan for the most suitable physical working environment in accordance with the Amadeus Workspace Guidelines, local regulations, and other relevant references.

Health & Safety, Environmental (HSE):

- Ensure Amadeus premises comply with all relevant regulations and ordinances.
- Responsible for the fire safety program, including Fire Warden, Equipment, Evacuation, Procedures, Staff Awareness, and Fire Drills.
- Proactively raise environmentally friendly initiatives that help advance our commitment in this area.

Travel Management (TM):

- Support staff business travel in accordance with corporate travel policy.
- Maintain local relationships with the company's travel agency.
- Negotiate with local hotels chosen as preferred properties to ensure the best possible deals and that agreed rates are loaded in the Amadeus GDS.

Business Continuity Coordinator (BCC):

- Ensure Business Continuity Management is implemented at all regional sites, including required processes and documentation.
- Liaise with Business Units & Divisions to develop and maintain their Business Continuity documentation, including Business Impact Analysis (BIA) and Business Unit Plans (BUP).
- Manage and supervise contractor's work for all the above as well as office renovation/reorganization.

Required Skills

About the ideal candidate

- Degree in Business Administration, Engineering, Architecture, or proven experience in a similar field or responsibilities.
- Minimum 5-7 years of relevant working experience managing a team both onsite and remotely in a medium to large company.
- Understanding of corporate strategy and policies and how they apply to business units.
- General and technical knowledge of renovation works and premises/equipment maintenance.
- Ability to work and multitask in a fast-paced environment.
- Strong negotiation skills, space planning, basic financial analysis, positive can-do attitude, team spirit, and good communication skills.

Diversity & Inclusion

Amadeus aspires to be a leader in Diversity, Equity and Inclusion in the tech industry, enabling every employee to reach their full potential by fostering a culture of belonging and fair treatment, attracting the best talent from all backgrounds, and as a role model for an inclusive employee experience.

Amadeus is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, ethnicity, sexual orientation, age, beliefs, disability or any other characteristics protected by law.

Company Description