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## Facilities & Office Manager

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#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1506972

**Industry**

Other (Distribution, Retail, Logistics)

**Job Type**

Contract

**Location**

Tokyo - 23 Wards

**Salary**

10 million yen ~ 13 million yen

**Refreshed**

November 28th, 2024 15:48

#### General Requirements

**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

We are seeking an experienced and proactive Facilities & Office Manager to oversee the efficient operation and maintenance of our office environment. This role is vital in ensuring a productive, safe, and well-organized workplace while supporting the overall needs of our dynamic team.

#### Client Details

We are a leading organization in the mobility industry, dedicated to revolutionizing transportation through innovative technology and exceptional service. Our mission is to provide safe, reliable, and convenient solutions that empower communities and enhance connections. Join us to play a pivotal role in shaping the future of mobility in Japan.

#### Description

- Manage daily office operations, including space planning, desk allocations, and inventory control of supplies.
- Oversee building maintenance, repairs, and safety compliance, acting as the primary liaison with property managers and service providers.
- Coordinate vendor relationships for services such as cleaning, security, catering, and utilities, ensuring high-quality performance.
- Plan and execute office improvement projects to enhance the work environment and employee experience.

- Organize and support office-wide events, activities, and employee engagement initiatives.

#### **Job Offer**

- A role where you can make a direct impact on workplace efficiency and employee satisfaction.
- Competitive salary, comprehensive benefits, and a supportive work environment that encourages growth and innovation.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

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#### **Required Skills**

- Proven experience in facilities or office management
  - Strong communication, organizational, and negotiation skills for managing vendors and internal stakeholders.
  - Experience in an international environment is advantageous
  - Fluency in Japanese (required) and English (preferred).
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