

BURBERRY

Workplace Service Assistant Manager

Job Information

Hiring Company[Burberry Japan K.K.](#)**Job ID**

1511344

Industry

Apparel, Fashion

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

5.5 million yen ~ 7.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

9:30~18:00 (フレックス制度あり)

Refreshed

December 18th, 2024 16:09

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

JOB PURPOSE

The workplace service assistant manager is responsible for overseeing the maintenance of stores and Burberry's office, ensuring they are safe, efficient, and well-maintained.

The role involves managing contractors and Landlord supplier's, coordinating repairs, handling vendor relationships, and ensuring compliance with health and safety regulations.

The workplace service assistant manager will also be involved in budget management and implementing store modifications to optimize the facility's operational performance.

RESPONSIBILITIES

- Coordinate building maintenance, repairs, and cleaning services
 - Ensure compliance with health and safety regulations and environmental standards
 - Manage vendor relationships, including negotiating contracts and ensuring service quality
 - Monitor and manage facility budgets, ensuring cost-effective solutions
 - Conduct regular inspections and audits of the facility to ensure proper upkeep
 - Coordinate and schedule preventative maintenance activities
 - Handle facility-related emergencies and act as the primary point of contact for urgent issues
 - Ensure that all facility operations are aligned with company policies and objectives
 - Plan and oversee space utilization, upgrades, and remodeling projects
 - Maintain accurate records of facility-related expenses and activities
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Required Skills

QUALIFICATIONS

- Experience as a Facility Manager or in a similar role
 - Excellent problem-solving and organizational skills
 - Ability to manage multiple tasks simultaneously and prioritize effectively
 - Excellent communication and interpersonal skills
 - Proficiency in English
 - Certification as 防火管理者 (it can be obtained after joining)
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Company Description