

BURBERRY

Workplace Service Assistant Manager (Facility)

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

January 15th, 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 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

役割

- オフィスのメンテナンスをし、安全で効率的で、適切に維持管理されていることの確認
- 請負業者と地主のサプライヤーの管理、修理の調整、ベンダー関係のやりとり、健康と安全に関する規制の遵守の確保
- 予算管理と店舗の変更の実施にも関与し、施設の運用パフォーマンスの最適化

主な職務内容

- 建物のメンテナンス、修理、清掃サービスの管理
- 健康と安全に関する規制および環境基準の確保
- 契約の交渉やサービス品質の確保などを含む、ベンダーの管理
- 施設の予算を管理し、費用対効果の高いソリューションの確保
- 施設の定期的なチェックを実施し、適切な維持管理の確保
- 施設関連の緊急事態に対処し、問題に関する主な連絡窓口となる
- すべての施設運営が会社のポリシーに沿っているかの確認
- スペースの利用、アップグレードや改造に関わるプロジェクトの計画・監督
- 施設関連の費用と活動の正確な記録の保持

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

Required Skills

応募資格

- 施設管理のご経験（またはそれに類似したご経験）
- 優れた問題解決能力、マルチタスクが得意な方
- ビジネスレベルの英語力
- 防火管理者（入社後に取得も可能）

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)

Company Description