



Facility Management ～Apartment Operations and Management～

都内WeWork勤務/グローバルホスピタリティ企業/経験者優遇

Job Information

Hiring Company

[inthehood, LLC](#)

Subsidiary

in the Hood by Dash Living

Job ID

1511522

Industry

Real Estate Brokerage, Management

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Yamanote Line, Shinbashi Station

Salary

3.5 million yen ~ 6 million yen

Work Hours

9:30～18 : 30 (休憩時間 : 60分)

Holidays

完全週休2日制 (シフト制)、祝日、夏季休暇、年末年始休暇 等

Refreshed

January 21st, 2025 01:03

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

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

[Attractive point of working at inthehood]

- **Established in 2015**: A hospitality group composed of members from around the world.
- **Adaptable Living**: Provides lifestyles tailored to diverse needs, including inbound travelers and nomadic workers.
- **Operations and Property Management**: Manages concept-based accommodation facilities under the "inthehood" brand.
- **Prime Locations**: 90% of managed properties are located inside the Yamanote Line. While most tasks are office-based, periodic site visits are required.
- **Global Collaboration**: Works in coordination with an overseas operations team to manage properties efficiently.

<Position Facility Management>

- Be the owner and gatekeeper of the quality of the hardware aspect of Dash products of Dash, including managing, monitoring and maintaining spaces, FF&E and equipment of Dash properties.
- Be the major partner to the operation team to deliver a satisfying experience to Dash's customers.
- Being the main point of contact for contractors, including obtaining quotation, job coordination, quotation comparison, quality control and completion inspections.
- Create and manage processes such as internal SOPs, preventative maintenance schedules, criteria for vendor selection and quality control.
- Work with main stakeholders such as the operation team to create flows for efficient task management and customer communications.
- Work with main stakeholders such as the asset management team on initial property onboarding and recurring maintenance and reportings.
- Provide technical support to various internal departments.
- Liaise, communicate and coordinate with different external stakeholders related to compliances and regulations, such as building related compliances and fire safety.
- Support project manager for related pre-opening activities.
- Other ad hoc tasks as required by the direct manager

雇用形態

正社員(最初の6か月のみ有期契約社員)
 試用期間
 契約の更新 有(契約期間満了時の業務量、勤務成績により判断)
 通算契約期間は上限無し

年収

想定年収350万円～600万円
 ※ご経験に応じて応相談。

勤務先

本社(東京都港区西新橋1-1-1WeWork日比谷フォートタワー10-121)
 毎週金曜日リモートワーク可
 受動喫煙防止措置：屋内禁煙

勤務時間

9:30～18:30（休憩：午後12時00分～午後13時00分）
 時間外労働：あり(月平均20時間)

休日休暇

完全週休二日制（シフト制）

手当/福利厚生

- 加入保険：健康保険、厚生年金保険、労災保険、雇用保険
- 交通費全額支給（上限3万円/月）
- 希望者産休取得率100%
- 都内に多数拠点があるシェアオフィスWeWorkで勤務

Required Skills

WHAT WE'RE LOOKING FOR ●

- **A minimum of 3 years working experience in building management sector**
- **Interested in the Japanese real estate market and hospitality industry**
- **You can legally work in Japan, Working Holiday Visa candidates can be considered**
- **Native in Japanese, working level English is a plus**
- Well connected with resources and networks in the industry
- Growth mindset with a proactive working attitude
- Able to adapt to changes and work collaboratively as well as independently
- Skilled in prioritizing and organizing tasks
- Skilled in communicating and presenting effectively with stakeholders
- Attention to detail and meticulousness about quality control is a must
- A "can do winning attitude" focused on team camaraderie, fostering teamwork, and upholding the Dash spirit of

growth.

- Proficiency in G-Suites/ MS Office

Preferred Qualifications

- Renovation, construction, and project management experiences is a plus

【こんな方が活躍できる！】

- ★建設業界や不動産業界で技術経験がある方。（設計・施工管理・インテリア）
- ★不動産業界での仲介物件管理経験がある方。
- ★民泊運営経験がある方。
- ★ホテルのハウスキーピングの経験もしくはマネジメント経験がある方。
- ★不動産業界への興味関心、またグローバルチームでの仕事に興味がある方。

Company Description