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[Facilities/Office Manager] Global Medical Company

Facilities/Office Manager

Job Information

Recruiter
[Michael Page](#)
Job ID

1517172

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 12 million yen

Refreshed

January 24th, 2025 16:07

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

As the Facilities/Office Manager, you will lead all aspects of office and facilities management, ensuring a safe, efficient, and welcoming work environment. You will collaborate closely with internal and external stakeholders to maintain the company's reputation as an employer of choice.

Client Details

A globally recognized leader in the healthcare and medical device industry. Known for its innovative technologies and commitment to improving lives, the company provides advanced solutions for patients and healthcare professionals worldwide.

Description

- Manage daily operations of the office and facilities, including maintenance, repairs, and space management.
- Oversee vendor and contractor relationships, ensuring cost-effective and high-quality services.
- Develop and manage budgets related to facilities, office supplies, and operational expenses.
- Ensure compliance with health, safety, and environmental regulations.
- Coordinate office renovations, relocations, or new projects as needed.

Job Offer

- Be part of a dynamic, globally recognized company.
- Work in a supportive and innovative workplace culture.
- Enjoy competitive benefits and career development opportunities.

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.

Required Skills

- Proven experience in facilities or office management.
 - Excellent organizational and multitasking skills.
 - Strong negotiation and vendor management abilities.
 - Proficiency in both English and Japanese (business level or higher).
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Company Description

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