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## Facilities Management/Finance Manager - US Real Estate Company

### Facilities Management/Finance Manager

#### Job Information

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

1522083

**Industry**

Other (Banking and Financial Services)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

February 18th, 2025 07:42

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

An exciting opportunity has opened up in Tokyo for a dedicated professional with a background in Facilities Management/Finance in the Property industry. The role offers the chance to work on-site with the client and provide excellent service in Financial Control and general Facilities Management.

#### Client Details

Our client is an esteemed large organization operating in the real estate services industry. With a strong international presence, they are known for their commitment to excellence, and providing quality services to their clients.

#### Description

- Provide Total Facility Management services
  - Soft: Operation of Helpdesk, Mail room and Reception. Provide general affairs, finance and other support services.
  - Hard : Support services for cleaning, planting, amenity management, and maintenance of critical facilities.
  - Environment and Sanitation: Business support services related to EHS and CS services.
  - Project & CRE Strategy: Support for project execution related to moving and layout changes.
  - Failure Response: Temporary response and reporting services in case of Incident. (English, CMO / dedicated

- system available)
  - o Crisis Management: Walk through implementation and reporting (English, HQ, other locations) Risk Registration input and reporting (English)
- Financial Controller-(Main role)
  - o Regional Reporting
  - o Quarterly outlook submission
  - o 2H reforecast for Budget submission
  - o Respond to questions from regional finance team regarding budgets, costs, and variances
  - o Input processing work to client's internal accounting system
- Creation and processing of invoices/purchase orders
  - o General operational support related to budget and accounting data.
  - o Vendor registration into accounting system and update data
  - o Issuing client invoice to the vendor
  - o Input processing work to internal accounting system
  - o Creation and processing of invoices/purchase orders
  - o Vendor registration into accounting system and update data
  - o Creation of quotation
- Utility data Reporting
  - o Monthly utility data report
  - o Quarterly variance reporting
  - o Support to annual audit
- Contract Management
  - o Legal review / Application for Stamping
  - o Contract update at internal procurement system
- Sustainability
  - o Attend Eco-champion meeting
  - o Gathering data for sustainability program manager's request
  - o Handling of internal operation (Compliance)
- Handling audits (J-CAP, ISMS) (Improvement of issues pointed out)
  - o Participation in training programs
  - o Participation in Region-led activities
- HX (HumanExperience) Service support
  - o Ensure seamless consistent level of service to customer & guest including support both experience and soft services (integration)
  - o Point of contact and face of the site, enhancing through community engagement with employees
  - o Strategic role to help craft of the human experience program
  - o Regional reporting on implemented programs
  - o Create a comfortable, welcoming and hospitable experience for employees and their guest
  - o Provide personable and efficient visitor registration services
  - o Support with events and community engagement at the workplace
- General affairs
  - o Support for internal procedures related to the conclusion of new or renewal contracts (as needed)
  - o Procedures for purchasing equipment and supplies, obtaining quotations, etc. (on a timely basis)
  - o Management of internal client postings (as needed)
  - o Client internal newsletter distribution
  - o Management internet site for facilities
  - o Acquisition and input of utility data etc.
  - o Information sharing within the team, etc.
  - o Helpdesk
  - o Ticket processing from users raised (confirmation, response and completion of requests)
- In-house system management
  - o Management of work orders (various tasks)
  - o BAU Support
- Execution of main responsibilities
  - o Respond to requests from superiors and provide support
  - o Provide support for maintenance and other operations is provided in cooperation with customers.
- Building Maintenance / Vendor Management
  - o Management of sub-contractors
  - o Contacting the vendor manager in case of problems
  - o Management of facility related contracts (negotiation of amounts, signing of contracts, budget of requests)
  - o Construction Management
  - o Hear requests from employees and on-site Confirmation / Request for quotation from necessary contractors (negotiate the amount) / Apply for construction approval from the client / Coordination of construction schedule / Implement the construction work (with attendance on weekends) / Processing of invoices
  - o Management of building cards at each base (issue new cards/reissue lost cards/add/delete access privileges/request deletion of retiree cards)
  - o Coordination with client's security team (sharing of various work schedules, etc.)

#### Job Offer

- Competitive salary and benefits
- A supportive and professional working environment in Tokyo.
- The opportunity to work onsite with a top tier institutional client
- The chance to enhance your career in Finance/Facilities Management.
- The role is permanent offering stability and growth opportunities.

We look forward to receiving your application for this exciting role in Tokyo. Your journey to a rewarding career in the real estate services industry begins here.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tang Rea on +81368328606

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## Required Skills

- Computer Skills Required:
    - Basic PC skills: Microsoft Office (Outlook, Excel, Word, PowerPoint) Other tools (Teams, Zoom etc.)
    - Documentation (PPT)
  - Required experience / Skills
    - Experience in facility and general affairs related work in a Japanese or foreign-affiliated company.
    - Experience in customer service, sales, etc. in other industries is also acceptable, even if you have no experience in the real estate industry.
  - Communication skills:
    - Able to communicate smoothly with stakeholders (team, clients and related vendors, users)
    - Japanese (business level), English (daily conversation level / ability to write and read English documents)  
Ability to exchange e-mails with Region or no resistance with English
    - Able to think independently and take responsibility for the execution of tasks
  - Ideal Candidate Profile:
    - Dedicated and considerate of others / Strive to achieve their own goals and objectives
    - Ability to work hard to achieve one's own goals and objectives
    - Listening / Be open to opinions / Always willing to incorporate the good
    - Positive attitude toward personal and team growth
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## Company Description

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