



大手IT会社-ファシリティオフィサー（契約社員）正社員登用

在宅勤務可能、フレックスタイム、外資、高年収

Job Information

Recruiter

en world Japan K.K

Job ID

1529302

Industry

IT Consulting

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 9 million yen

Work Hours

09:00 - 18:00 (break time: 60 mins)、月～金

Holidays

[勤務日] 月～金、週5日

Refreshed

March 28th, 2025 23:11

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

【Position】 Workplace Services Partner

【雇用形態】 契約社員、毎年更新（積極的に正社員登用）

【就業開始時間】即日開始可能、相談可能

【面接プロセス】二回想定（オンライン面談）、オフィスOn-Site面談の可能性もあります。

【英語面接】可能性があります。調整可能。

【勤務体制】4名体制（年齢層：40代～50代）

【業務内容】オフィス環境の日常運営、維持・改善を行う。受付業務兼務。

【年収】600万円～900万円（経験による相談可能）

【勤務時間】9:00～18:00（所定労働時間：8時間0分）休憩時間：60分（12:00～13:00）フレックスタイム

YOUR RESPONSIBILITIES

- Monitor inventory levels of office supplies (e.g., stationery, printer ink, paper).
- Reorder supplies for pantry and stationaries as needed to ensure uninterrupted office operations.
- Vendor management on contracts related to office services (e.g., cleaning, pest control, access control, cctv and etc).
- Coordinate with vendors and maintain for regular office equipment servicing.
- Conduct regular facility inspections to ensure compliance with safety and operational standards.
- Ensure meeting rooms are equipped with necessary supplies (e.g., whiteboard markers, cables).
- Communicate with local employees to support them in a timely manner and work with the global team to resolve the issues
- Ensure all facility projects are aligned with global guidelines and fulfill the local business needs, including
 - To make sure the office space is effectively utilized and safe
 - To Be responsible for all facility related tasks, including vendor management
 - To track the good record in the field of Physical Security, procurement, and contract with vendor and landlord
 - To work for continuous improvement programs in the area of facilities

YOUR PROFILE

【必須（MUST）】

- 日本語：母国語レベル、英語：ビジネスレベル

【歓迎（WANT）】

- Good to have the certificate or experience of “防火防災管理者 (fire/disaster prevention manager)”
- Proficient in office 365 (word, excel, powerpoint, MS forms, Sway, etc)
- Have the knowledge or experience of ISO27001, ISO14001, and ISO9001 under facilities area

Company Description