

MichaelPage

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【Workplace Service Partner】 Full flex with WFH

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Job Information

Recruiter

Michael Page

Job ID

1533756

Industry

System Integration

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 8 million yen

Refreshed

April 18th, 2025 18:12

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

This role focuses on ensuring smooth daily operations of the office by managing facility services, vendor coordination, and procurement of supplies. You will work closely with both local employees and global teams to maintain a safe, efficient, and well-equipped workspace, while aligning with company standards.

Client Details

A global leader in consulting, technology services, and digital transformation. The company helps businesses leverage technology to drive innovation and efficiency. Known for its strong commitment to sustainability, ethics, and supporting digital transformation across industries.

Description

- Coordinate with vendors and maintain regular office equipment servicing to ensure smooth operations.
- Ensure all facility projects are aligned with global guidelines and fulfill local business needs, including office space utilization and safety.
- Conduct regular facility inspections to ensure compliance with safety and operational standards.
- Communicate with local employees and collaborate with the global team to resolve facility-related issues.

Job Offer

- Work in an international, bilingual environment.
- Full flex working style with 1 day work from home per week.
- Opportunities to grow with a career pathway.
- Emphasis on work life balance.
- The company fosters a welcoming environment that values diversity, inclusion, and collaboration across cultures and backgrounds.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

Required Skills

- Business-level proficiency in Japanese and English.
 - Prior experience in General Affairs, Office Management, or Facilities Support is an advantage.
 - Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, MS Forms, Sway, etc.).
 - Able to work effectively both independently and as part of a team.
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Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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