



Facility Manager/オフィスビル・データセンターの施設運営経験

募集職種

採用企業名

日本アイ・エス・エス株式会社

求人ID

1437600

業種

不動産仲介・管理

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

日比谷線、 六本木駅

給与

600万円 ~ 経験考慮の上、応相談

勤務時間

9:00 - 18:00

休日・休暇

土日祝日

更新日

2025年01月15日 00:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 75%程度)

日本語レベル

ネイティブ

最終学歴

大学卒 : 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Purpose of this Position

To support the Operations Manager in achieving the delivery of necessary facility management services to the client, with a particular focus on roles and responsibilities on space planning, FM support and support to MAC (moves, adds and

changes).

Responsibilities

- FM Service Team Management
 - Team building by active participation and encouragement of staff input
 - Develop the senior leadership team for the account ensuring succession plans are in place

- FM SUPPORT
 - vendor management
 - Evacuation Drill Coordination support
 - Fire Marshal management support
 - First Aider training coordination support
 - FM support coordination and other adhoc support works as required by the Operations Manager
 - Ensuring FM regulatory regulations are in order on site

- Health Safety and Environment
 - The position is responsible for ensuring total adherence to the HSE principles and programs in the Barclays operations in Japan
 - Maintain a reporting procedure for accidents and near misses
 - Maintain a communication network to raise Health & Safety issues
 - Ensure, with the leadership team that Risk Assessments for all tasks are implemented and communicated effectively
 - Develop a safety culture within the Japan operations and support the wider account to establish a secure and safe environment
 - Ensure initiatives and programs are implemented across the region to ensure the nominated energy saving targets are achieved

スキル・資格

Qualification Requirement

- Basic operation of AutoCAD is plus

Pre-Requisites and Personal Attributes

- 2 years of direct working experience
- 5 years of working experience with supervising workers / vendors
- Willing to work after office hours/weekends if required
- Proficient in MS Office

会社説明

ISS, a leading workplace experience and facility management company, provides placemaking solutions that contribute to better business performance and makes life easier, more productive and enjoyable – delivered to high standards by people who care.

CAREER

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