



外資系サービスオフィス【日英でのFacilities Manager】／年収600～1000万円@東京

英語力を活かして働けるグローバル環境・年間休日125日以上ハイグレードオフィス

募集職種

人材紹介会社

ジョブインパルスジャパン株式会社

求人ID

1506295

業種

その他（不動産・土木建設）

会社の種類

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, 千代田区

最寄駅

山手線、 東京駅

給与

600万円～1000万円

時給

【年収】6,000,000円 - 10,000,000円 ■昇給 年1回（1月） ■業績賞与 年1回 *インセンティブ制度あり

勤務時間

平日9：00～18：00（実働8時間）

休日・休暇

《年間休日125日以上！》 ■完全週休2日制（土日休み） ■祝日 ■GW ■年末年始休暇 ■有給休暇

更新日

2024年12月23日 04:00

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: 25%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

- Oversee the day-to-day facilities of multiple serviced office locations in Tokyo, ensuring that all facilities are well-maintained, safe, and fully operational.
- Lead the negotiation of contracts including B works & C works
- Manage small works changes, validate vendor cost and manage relationships with Contractors, Designers and Projects teams.
- Develop and implement preventative maintenance programs to minimize downtime and extend the life of building systems and equipment.
- Monitor and manage budgets related to facilities operations, ensuring costeffectiveness and value for money.
- Coordinate with the Space Planning and Operations teams to support office layout changes, renovations, and fit-outs.
- Ensure compliance with local building codes, health and safety regulations, and company standards.
- Conduct regular inspections of office spaces to identify potential issues and implement corrective actions promptly.
- Manage relationships with landlords, property management companies, and other external stakeholders.
- Handle emergency situations such as power outages, equipment failures, and other critical incidents, ensuring minimal disruption to clients.
- Maintain accurate records of maintenance activities, service requests, and compliance documentation.
- Provide regular reports to senior management on facility performance, including occupancy rates, maintenance issues, and budget status.

※法定による業務内容の変更の範囲の明示：将来的に業務内容が変更される場合があります。詳細は面談時にお伝えします。

スキル・資格

- Bachelor's degree in Facilities Management, Engineering, Business Administration, or a related field.
 - 5+ years of experience in facilities management, preferably within the commercial real estate or serviced office industry.
 - Strong understanding of building systems, including HVAC, electrical, plumbing, and security.
 - Experience with facilities management software and tools.
 - Excellent leadership and team management skills, with the ability to motivate and manage a diverse team.
 - Strong project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
 - Fluency in Japanese and English, both written and spoken.
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- Excellent problem-solving abilities and a proactive approach to identifying and addressing issues.
 - Strong communication and interpersonal skills, with the ability to build relationships with clients, vendors, and stakeholders.
 - Knowledge of local building codes, health and safety regulations, and best practices in facilities management.
 - Ability to work flexible hours and respond to emergencies as needed.

会社説明