

MichaelPage

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Facilities & Office Manager

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1506972

業種

その他（流通・小売・物流）

雇用形態

契約

勤務地

東京都 23区

給与

1000万円 ~ 1300万円

更新日

2024年11月28日 15:48

応募必要条件

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

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

We are seeking an experienced and proactive Facilities & Office Manager to oversee the efficient operation and maintenance of our office environment. This role is vital in ensuring a productive, safe, and well-organized workplace while supporting the overall needs of our dynamic team.

Client Details

We are a leading organization in the mobility industry, dedicated to revolutionizing transportation through innovative technology and exceptional service. Our mission is to provide safe, reliable, and convenient solutions that empower communities and enhance connections. Join us to play a pivotal role in shaping the future of mobility in Japan.

Description

- Manage daily office operations, including space planning, desk allocations, and inventory control of supplies.
- Oversee building maintenance, repairs, and safety compliance, acting as the primary liaison with property managers and service providers.
- Coordinate vendor relationships for services such as cleaning, security, catering, and utilities, ensuring high-quality performance.
- Plan and execute office improvement projects to enhance the work environment and employee experience.

- Organize and support office-wide events, activities, and employee engagement initiatives.

Job Offer

- A role where you can make a direct impact on workplace efficiency and employee satisfaction.
- Competitive salary, comprehensive benefits, and a supportive work environment that encourages growth and innovation.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

スキル・資格

- Proven experience in facilities or office management
 - Strong communication, organizational, and negotiation skills for managing vendors and internal stakeholders.
 - Experience in an international environment is advantageous
 - Fluency in Japanese (required) and English (preferred).
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会社説明

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