

BURBERRY

Workplace Service Assistant Manager

募集職種

採用企業名

バーバリー・ジャパン株式会社

求人ID

1511344

業種

アパレル・ファッション

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区, 中央区

給与

550万円 ~ 750万円

ボーナス

固定給+ボーナス

勤務時間

9:30~18:00 (フレックス制度あり)

更新日

2024年12月18日 16:09

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: 50%程度)

日本語レベル

流暢

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

JOB PURPOSE

The workplace service assistant manager is responsible for overseeing the maintenance of stores and Burberry's office, ensuring they are safe, efficient, and well-maintained.

The role involves managing contractors and Landlord supplier's, coordinating repairs, handling vendor relationships, and ensuring compliance with health and safety regulations.

The workplace service assistant manager will also be involved in budget management and implementing store modifications to optimize the facility's operational performance.

RESPONSIBILITIES

- Coordinate building maintenance, repairs, and cleaning services
 - Ensure compliance with health and safety regulations and environmental standards
 - Manage vendor relationships, including negotiating contracts and ensuring service quality
 - Monitor and manage facility budgets, ensuring cost-effective solutions
 - Conduct regular inspections and audits of the facility to ensure proper upkeep
 - Coordinate and schedule preventative maintenance activities
 - Handle facility-related emergencies and act as the primary point of contact for urgent issues
 - Ensure that all facility operations are aligned with company policies and objectives
 - Plan and oversee space utilization, upgrades, and remodeling projects
 - Maintain accurate records of facility-related expenses and activities
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スキル・資格

QUALIFICATIONS

- Experience as a Facility Manager or in a similar role
 - Excellent problem-solving and organizational skills
 - Ability to manage multiple tasks simultaneously and prioritize effectively
 - Excellent communication and interpersonal skills
 - Proficiency in English
 - Certification as 防火管理者 (it can be obtained after joining)
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会社説明