



Facility Management ～Apartment Operations and Management～

都内WeWork勤務/グローバルホスピタリティ企業/経験者優遇

募集職種

採用企業名

IN THE HOOD株式会社

支社・支店

in the Hood by Dash Living

求人ID

1511522

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)

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

山手線、 新橋駅

給与

350万円～600万円

勤務時間

9:30～18:30 (休憩時間:60分)

休日・休暇

完全週休2日制 (シフト制)、祝日、夏季休暇、年末年始休暇等

更新日

2025年01月28日 12:00

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: 50%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

【Attractive point of working at inthehood】

- **Established in 2015:** A hospitality group composed of members from around the world.
- **Adaptable Living:** Provides lifestyles tailored to diverse needs, including inbound travelers and nomadic workers.
- **Operations and Property Management:** Manages concept-based accommodation facilities under the "inthehood" brand.
- **Prime Locations:** 90% of managed properties are located inside the Yamanote Line. While most tasks are office-based, periodic site visits are required.
- **Global Collaboration:** Works in coordination with an overseas operations team to manage properties efficiently.

<Position Facility Management>

- Be the owner and gatekeeper of the quality of the hardware aspect of Dash products of Dash, including managing, monitoring and maintaining spaces, FF&E and equipment of Dash properties.
- Be the major partner to the operation team to deliver a satisfying experience to Dash's customers.
- Being the main point of contact for contractors, including obtaining quotation, job coordination, quotation comparison, quality control and completion inspections.
- Create and manage processes such as internal SOPs, preventative maintenance schedules, criteria for vendor selection and quality control.
- Work with main stakeholders such as the operation team to create flows for efficient task management and customer communications.
- Work with main stakeholders such as the asset management team on initial property onboarding and recurring maintenance and reportings.
- Provide technical support to various internal departments.
- Liaise, communicate and coordinate with different external stakeholders related to compliances and regulations, such as building related compliances and fire safety.
- Support project manager for related pre-opening activities.
- Other ad hoc tasks as required by the direct manager

雇用形態

正社員(最初の6か月のみ有期契約社員)
 試用期間
 契約の更新 有(契約期間満了時の業務量、勤務成績により判断)
 通算契約期間は上限無し

年収

想定年収350万円～600万円
 ※ご経験に応じて応相談。

勤務先

本社(東京都港区西新橋1-1-1WeWork日比谷フォートタワー10-121)
 毎週金曜日リモートワーク可
 受動喫煙防止措置：屋内禁煙

勤務時間

9:30～18:30（休憩：午後12時00分～午後13時00分）
 時間外労働：あり(月平均20時間)

休日休暇

完全週休二日制（シフト制）

手当/福利厚生

- 加入保険：健康保険、厚生年金保険、労災保険、雇用保険
- 交通費全額支給（上限3万円/月）
- 希望者産休取得率100%
- 都内に多数拠点があるシェアオフィスWeWorkで勤務

スキル・資格

WHAT WE'RE LOOKING FOR ●

- **A minimum of 3 years working experience in building management sector**
- **Interested in the Japanese real estate market and hospitality industry**
- **You can legally work in Japan, Working Holiday Visa candidates can be considered**
- **Native in Japanese, working level English is a plus**
- Well connected with resources and networks in the industry
- Growth mindset with a proactive working attitude
- Able to adapt to changes and work collaboratively as well as independently
- Skilled in prioritizing and organizing tasks
- Skilled in communicating and presenting effectively with stakeholders
- Attention to detail and meticulousness about quality control is a must
- A "can do winning attitude" focused on team camaraderie, fostering teamwork, and upholding the Dash spirit of

growth.

- Proficiency in G-Suites/ MS Office

Preferred Qualifications

- Renovation, construction, and project management experiences is a plus

【こんな方が活躍できる！】

- ★建設業界や不動産業界で技術経験がある方。（設計・施工管理・インテリア）
- ★不動産業界での仲介物件管理経験がある方。
- ★民泊運営経験がある方。
- ★ホテルのハウスキーピングの経験もしくはマネジメント経験がある方。
- ★不動産業界への興味関心、またグローバルチームでの仕事に興味がある方。

会社説明