

MichaelPage

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[Facilities/Office Manager] Global Medical Company

Facilities/Office Manager

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

1517172

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

東京都 23区

給与

900万円 ~ 1200万円

更新日

2025年01月24日 16:07

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

As the Facilities/Office Manager, you will lead all aspects of office and facilities management, ensuring a safe, efficient, and welcoming work environment. You will collaborate closely with internal and external stakeholders to maintain the company's reputation as an employer of choice.

Client Details

A globally recognized leader in the healthcare and medical device industry. Known for its innovative technologies and commitment to improving lives, the company provides advanced solutions for patients and healthcare professionals worldwide.

Description

- Manage daily operations of the office and facilities, including maintenance, repairs, and space management.
- Oversee vendor and contractor relationships, ensuring cost-effective and high-quality services.
- Develop and manage budgets related to facilities, office supplies, and operational expenses.
- Ensure compliance with health, safety, and environmental regulations.
- Coordinate office renovations, relocations, or new projects as needed.

Job Offer

- Be part of a dynamic, globally recognized company.
- Work in a supportive and innovative workplace culture.
- Enjoy competitive benefits and career development opportunities.

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.
 - Excellent organizational and multitasking skills.
 - Strong negotiation and vendor management abilities.
 - Proficiency in both English and Japanese (business level or higher).
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会社説明

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