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Facilities Management/Finance Manager - US Real Estate Company

Facilities Management/Finance 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

1522083

業種

その他（金融）

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年02月18日 07:42

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

ビジネス会話レベル

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

An exciting opportunity has opened up in Tokyo for a dedicated professional with a background in Facilities Management/Finance in the Property industry. The role offers the chance to work on-site with the client and provide excellent service in Financial Control and general Facilities Management.

Client Details

Our client is an esteemed large organization operating in the real estate services industry. With a strong international presence, they are known for their commitment to excellence, and providing quality services to their clients.

Description

- Provide Total Facility Management services
 - Soft: Operation of Helpdesk, Mail room and Reception. Provide general affairs, finance and other support services.
 - Hard : Support services for cleaning, planting, amenity management, and maintenance of critical facilities.
 - Environment and Sanitation: Business support services related to EHS and CS services.
 - Project & CRE Strategy: Support for project execution related to moving and layout changes.
 - Failure Response: Temporary response and reporting services in case of Incident. (English, CMO / dedicated

- system available)
 - o Crisis Management: Walk through implementation and reporting (English, HQ, other locations) Risk Registration input and reporting (English)
- Financial Controller-(Main role)
 - o Regional Reporting
 - o Quarterly outlook submission
 - o 2H reforecast for Budget submission
 - o Respond to questions from regional finance team regarding budgets, costs, and variances
 - o Input processing work to client's internal accounting system
- Creation and processing of invoices/purchase orders
 - o General operational support related to budget and accounting data.
 - o Vendor registration into accounting system and update data
 - o Issuing client invoice to the vendor
 - o Input processing work to internal accounting system
 - o Creation and processing of invoices/purchase orders
 - o Vendor registration into accounting system and update data
 - o Creation of quotation
- Utility data Reporting
 - o Monthly utility data report
 - o Quarterly variance reporting
 - o Support to annual audit
- Contract Management
 - o Legal review / Application for Stamping
 - o Contract update at internal procurement system
- Sustainability
 - o Attend Eco-champion meeting
 - o Gathering data for sustainability program manager's request
 - o Handling of internal operation (Compliance)
- Handling audits (J-CAP, ISMS) (Improvement of issues pointed out)
 - o Participation in training programs
 - o Participation in Region-led activities
- HX (HumanExperience) Service support
 - o Ensure seamless consistent level of service to customer & guest including support both experience and soft services (integration)
 - o Point of contact and face of the site, enhancing through community engagement with employees
 - o Strategic role to help craft of the human experience program
 - o Regional reporting on implemented programs
 - o Create a comfortable, welcoming and hospitable experience for employees and their guest
 - o Provide personable and efficient visitor registration services
 - o Support with events and community engagement at the workplace
- General affairs
 - o Support for internal procedures related to the conclusion of new or renewal contracts (as needed)
 - o Procedures for purchasing equipment and supplies, obtaining quotations, etc. (on a timely basis)
 - o Management of internal client postings (as needed)
 - o Client internal newsletter distribution
 - o Management internet site for facilities
 - o Acquisition and input of utility data etc.
 - o Information sharing within the team, etc.
 - o Helpdesk
 - o Ticket processing from users raised (confirmation, response and completion of requests)
- In-house system management
 - o Management of work orders (various tasks)
 - o BAU Support
- Execution of main responsibilities
 - o Respond to requests from superiors and provide support
 - o Provide support for maintenance and other operations is provided in cooperation with customers.
- Building Maintenance / Vendor Management
 - o Management of sub-contractors
 - o Contacting the vendor manager in case of problems
 - o Management of facility related contracts (negotiation of amounts, signing of contracts, budget of requests)
 - o Construction Management
 - o Hear requests from employees and on-site Confirmation / Request for quotation from necessary contractors (negotiate the amount) / Apply for construction approval from the client / Coordination of construction schedule / Implement the construction work (with attendance on weekends) / Processing of invoices
 - o Management of building cards at each base (issue new cards/reissue lost cards/add/delete access privileges/request deletion of retiree cards)
 - o Coordination with client's security team (sharing of various work schedules, etc.)

Job Offer

- Competitive salary and benefits
- A supportive and professional working environment in Tokyo.
- The opportunity to work onsite with a top tier institutional client
- The chance to enhance your career in Finance/Facilities Management.
- The role is permanent offering stability and growth opportunities.

We look forward to receiving your application for this exciting role in Tokyo. Your journey to a rewarding career in the real estate services industry begins here.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tang Rea on +81368328606

スキル・資格

- Computer Skills Required:
 - Basic PC skills: Microsoft Office (Outlook, Excel, Word, PowerPoint) Other tools (Teams, Zoom etc.)
 - Documentation (PPT)
 - Required experience / Skills
 - Experience in facility and general affairs related work in a Japanese or foreign-affiliated company.
 - Experience in customer service, sales, etc. in other industries is also acceptable, even if you have no experience in the real estate industry.
 - Communication skills:
 - Able to communicate smoothly with stakeholders (team, clients and related vendors, users)
 - Japanese (business level), English (daily conversation level / ability to write and read English documents)
Ability to exchange e-mails with Region or no resistance with English
 - Able to think independently and take responsibility for the execution of tasks
 - Ideal Candidate Profile:
 - Dedicated and considerate of others / Strive to achieve their own goals and objectives
 - Ability to work hard to achieve one's own goals and objectives
 - Listening / Be open to opinions / Always willing to incorporate the good
 - Positive attitude toward personal and team growth
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会社説明

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