



Facility Manager / ファシリティーマネージャー

募集職種

人材紹介会社

[Cornerstone Recruitment Japan 株式会社](#)

求人ID

1530489

業種

その他（不動産・土木建設）

会社の種類

中小企業（従業員300名以下） - 外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

東京都 23区

給与

400万円～800万円

ボーナス

給与：ボーナス込み

更新日

2025年04月03日 15:54

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

日常会話レベル

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

The ideal candidates will be our brand ambassadors to ensure a pleasant customer journey with the values of the company embedded in their daily operations. You will manage the daily operations of unique concept hotels located in central Tokyo. You ensure our customers feel comfortable and welcome during their stay. Reporting to the Head of Operations, you will have the chance to influence, strategize, and implement how to make daily operations efficient and profitable. Have

- Be the owner and gatekeeper of the quality of the hardware aspect of our products, including managing, monitoring and maintaining spaces, FF&E and equipment of properties.

- Be the major partner to the operation team to deliver a satisfying experience to our 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
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スキル・資格

- A minimum of 3 years working experience in building management sector
 - Interested in the Japanese real estate market and hospitality industry
 - Well connected with resources and networks in the industry
 - Renovation, construction, and project management experiences is a plus
 - 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.
 - You can legally work in Japan, Working Holiday Visa candidates can be considered
 - Proficiency in G-Suites/ MS Office
 - Native in Japanese, working level English is a plus
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会社説明