

**MichaelPage**

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**【Workplace Service Partner】 Full flex with WFH****【Workplace Service Partner】 with WFH****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**

1533756

**業種**

Sler・システムインテグレーター

**雇用形態**

契約

**勤務地**

東京都 23区

**給与**

500万円 ~ 800万円

**更新日**

2025年04月18日 18:12

**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**

This role focuses on ensuring smooth daily operations of the office by managing facility services, vendor coordination, and procurement of supplies. You will work closely with both local employees and global teams to maintain a safe, efficient, and well-equipped workspace, while aligning with company standards.

**Client Details**

A global leader in consulting, technology services, and digital transformation. The company helps businesses leverage technology to drive innovation and efficiency. Known for its strong commitment to sustainability, ethics, and supporting digital transformation across industries.

**Description**

- Coordinate with vendors and maintain regular office equipment servicing to ensure smooth operations.
- Ensure all facility projects are aligned with global guidelines and fulfill local business needs, including office space utilization and safety.
- Conduct regular facility inspections to ensure compliance with safety and operational standards.
- Communicate with local employees and collaborate with the global team to resolve facility-related issues.

**Job Offer**

- Work in an international, bilingual environment.
- Full flex working style with 1 day work from home per week.
- Opportunities to grow with a career pathway.
- Emphasis on work life balance.
- The company fosters a welcoming environment that values diversity, inclusion, and collaboration across cultures and backgrounds.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

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**スキル・資格**

- Business-level proficiency in Japanese and English.
  - Prior experience in General Affairs, Office Management, or Facilities Support is an advantage.
  - Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, MS Forms, Sway, etc.).
  - Able to work effectively both independently and as part of a team.
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**会社説明**

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

URL: <https://www.michaelpage.co.jp/en>