

外資大手IT企業の常駐型ファシリティーマネージャー/英語スキル必須/クライアントオフィスのより良いオフィス環境を支援

外資系企業の総合ファシリティマネジメントやオフィスサポートサービスを提供

Job Information

Hiring Company

ISS Japan Co. Ltd.

Job ID

1437600

Industry

Other (Real Estate, Construction)

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Koto-ku

Train Description

Hanzomon Line, Sumiyoshi Station

Salary

9 million yen ~ 12 million yen

Salary Bonuses

Bonuses included in indicated salary.

Work Hours

9:00 - 18:00 (休憩60分)

Holidays

完全週休2日制(土・日)、祝日、年末年始、夏季休暇 など

Refreshed

November 14th, 2025 03:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Fluent

日本語検定N1レベル必須

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【本ポジションの魅力】

- グローバル企業のオフィス運営を支え、快適で安全な職場環境づくりに貢献する重要ポジション
- グローバル基準の安全衛生(HSE)プログラムを推進し、持続可能な職場運営を実現
- 海外チームやクライアントとの連携が多く、英語力を実務で活かしながら成長

Purpose of this Position

To support the Operations Manager in achieving the delivery of necessary facility management services to the client, with a particular focus on roles and responsibilities on space planning, FM support and several other works (moves, adds and changes).

Responsibilities

■FM Service Team Management

- · Team building by active participation and encouragement of staff input
- · Develop the senior leadership team for the account ensuring succession plans are in place

■FM SUPPORT

- · vendor management
- · Evacuation Drill Coordination support
- · Fire Marshal management support
- · First Aider training coordination support
- · FM support coordination and other adhoc support works as required by the Operations Manager
- · Ensuring FM regulatory regulations are in order on site

■Health Safety and Environment

- · The position is responsible for ensuring total adherence to the HSE principles and programs in the client operations in Japan
 - · Maintain a reporting procedure for accidents and near misses
 - · Maintain a communication network to raise Health & Safety issues
 - · Ensure, with the leadership team that Risk Assessments for all tasks are implemented and communicated effectively
- · Develop a safety culture within the Japan operations and support the wider account to establish a secure and safe environment
- · Ensure initiatives and programs are implemented across the region to ensure the nominated energy saving targets are achieved

Required Skills

応募必須条件

- 日本語流暢、英語ビジネスレベル以上(クライアントと日本語英語でコミュニケーションが円滑に取れる方。)
- 総務部でのリーダー職以上のご経験、もしくはオフィスの施設管理経験者
- 必要に応じて、勤務時間外や週末の業務に対応できる方
- Microsoft Officeの操作に習熟している方
- AutoCADの基本操作ができる方は尚可

選考プロセス

書類選考→面接2回→内定

※面接はクライアントのリージョナルマネージャー、当社のリージョナルマネージャーとの面接があります。

Company Description

ISS, a leading workplace experience and facility management company, provides placemaking solutions that contribute to better business performance and makes life easier, more productive and enjoyable – delivered to high standards by people who care.

CAREER

A place where people can thrive

A career at ISS is about making a difference. ISS people work at airports, banks, hospitals, and thousands of other places – and affect the lives of millions every day. Our people care about the great places they create, the customers and communities they serve, and the planet they seek to protect, always adding a human touch to everything they do.