



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

8 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

December 26th, 2025 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

日本語検定N1レベル必須

Minimum Education Level

Technical/Vocational College

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 delivery of contractual facility management services to the client as FM service provider, with a particular focus on roles and responsibilities on 1) Client relationship management, 2) FM operations management, 3) Finance management, 4) Governance & Compliance management, 5) HSE management, 6) Team management.

Responsibilities:

1) Client relationship management

- Weekly client meeting and reporting
- Ensuring high client satisfaction

2) FM operations management

- Service delivery in a good timely manner and quality for all contractual scopes including both hard and soft services
- Perform problem solving ability
- Subcontractors management

3) Finance management

- Ownership of P&L of assigned client account
- Annual budget exercise and monthly budget management
- Achieving annual finance target by managing revenue and cost

4) Governance & Compliance management

- Monthly internal governance report
- KPI management
- Aligment with ISS regional accout directions and intiatives

5) HSE management

- Execution of safety training
- Ensuring zero recordable incidet throughout the year

6) Team management

- Weekly team meeeting
- Performance review and managment
- Coaching when necessary

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.