



Facility Specialist

スイスの人気時計ブランド Swatch

Job Information

Hiring Company

The Swatch Group (Japan) KK

Job ID

1457324

Industry

Apparel, Fashion

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Train Description

Ginza Line, Ginza Station

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2026 10:02

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Essential Responsibilities

- Maintain and manage overall Nicolas G. Hayek Center building
- Provide 5 years maintenance plan as well as execution.
- Closely work with Brands and provide advice on various projects.
- Formulation of office strategies that support business growth including corporate boutiques.
- Project management in office construction
- Planning for office space, resource optimization, work environment improvement.
- Support and advice for construction management of direct retail store/boutique.

Required Skills

Mandatory Qualifications

- At least 5 years of working experience in building and Facilities Management or project management.
- Knowledge in buildings, construction and safety procedures.
- Ability to handle multiple projects in a fast pace environment
- Excellent communication skills in both Japanese and English
- Take on challenges with flexible ideas even in a changing environment and situation
- Highly motivated to set their own issues for business problems and to complete the plan for solving them through appropriate communication with related parties.
- Commercial real estate contract business
- PC skills (Outlook, Power Point, Excel, Word, etc.)
- Experienced in energy saving related reporting work
- Experience in legal power outages and disaster prevention drills

Company Description