



## Facility Manager / ファシリティーマ ネージャー

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Job ID**

1530489

**Industry**

Other (Real Estate, Construction)

**Company Type**

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

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 8 million yen

**Salary Bonuses**

Bonuses included in indicated salary.

**Refreshed**

May 1st, 2025 17:00

### 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

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

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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## Required Skills

- 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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## Company Description