

# Commercial & Operations Support Manager/新規クライアント獲得サポート等◎英語必須

# 外資ファシリティマネジメント会社

#### Job Information

## **Hiring Company**

ISS Japan Co. Ltd.

#### Job ID

1560025

## Industry

Other (Recruitment Services)

#### **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, Chiyoda-ku

#### **Train Description**

Chiyoda Line, Kasumigaseki Station

# Salary

7 million yen ~ 9 million yen

## **Salary Bonuses**

Bonuses paid on top of indicated salary.

## **Work Hours**

9:00 - 18:00(休憩60分)

# Holidays

完全週休2日制(土·日)、祝日、夏季休暇、年末年始休暇等

## Refreshed

December 2nd, 2025 00:00

# 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**

Technical/Vocational College

## Visa Status

Permission to work in Japan required

# 【本ポジションの魅力】

- 現契約のクライアントは誰しもが知る大手外資企業
- 日本のゼネラルマネージャーのサポートとして、また当社のクライアント窓口として活動する
- 国内FM市場におけるマーケティングおよびブランディング活動の支援

#### **Key Responsibilities**

- · To support country business development
- To ensure seamless and effective operations at multiple client sites when needed.
- To support Japan General Manager as one of core members of ISS Japan

#### **Personal**

- Develop own skill base in line with agreed appraisal, taking responsibility for reflective learning and ensuring continued self improvement
- Participate and embrace the development opportunities within region/group

## **Scope of Support Duties**

- Support provided to any commercial activities such as corresponding to global RFP including pricing, RFP/RFI
  arrangements to local subcontractors etc.
- Support provided to new client transition activities including due diligence, site visits, contract execution, recruiting, vendor onboarding, launching new onsite team, stakeholder meeting arrangements, etc.
- · Marketing and branding support in local FM market
- · Any ad-hoc operational support provided at client office
- Support provided to HQ office administrative tasks including IT related work
- · Taking ownership of data management
- · Liaison with global stakeholders
- · Reporting in a good timely manner and quality

#### 選考プロセス

書類選考→面接2回を想定→内定

L1次面接、2次面接のいずれかでオンライン面接実施。

# Required Skills

#### 応募必要条件

• 日本語流暢以上、英語ビジネスレベル以上

下記いずれかの業務経験

- 事業会社での総務マネージャーとしての業務経験
- 施設管理もしくはオフィス移転に関するプロジェクトマネージャー経験

## 雇用条件

正社員(試用期間3か月~6か月)

\*ご経験に応じて試用期間を定めております。

#### 勤務地

本社 東京都千代田区内幸町2-1-1 飯野ビル9F クロスオフィス日比谷938 基本オフィス出社になります。

#### 給与

想定年収700万円〜900万円 賞与あり(年1回)

昇給あり(年1回)

# 福利厚生

社会保険完備 交通費全額支給 Benefitone

## Company Description