



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

January 27th, 2026 01:00

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

Job Description

【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プ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