



Commercial & Operations Manager<Client Development & FM>

外資ファシリティマネジメント会社 | 日本ゼネラルマネージャーのサポート

Job Information

Hiring Company

ISS Japan Co. Ltd.

Subsidiary

日本アイ・エス・エス株式会社 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

Salary

7 million yen ~ 10 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

9:00 - 18:00

Holidays

完全週休2日制(土日)、祝

Refreshed

September 30th, 2025 16:40

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

本ポジションは、Country Managerと共に新規顧客獲得に向けた活動を行い、必要に応じて各サイトのオペレーションを支援する役割です。
グローバルRFP対応や新規クライアント移行支援、マーケティング・ブランディング活動、データ管理、ステークホルダーとの連携など幅広い業務を担い、日本ゼネラルマネージャーをサポートしながら事業開発と運営の円滑化を推進していただきます。

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
- 施設管理業務の経験

雇用条件

正社員

勤務地

本社出社、もしくは他のサイトへの出社(関東圏が中心)

給与

想定年収700万円～1,000万円

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