



Facilities Leader - Workplace & Office Management

Facilities Strategy Lead at Tokyo

Job Information

Hiring Company

Qnity Japan

Subsidiary

EKC アドバンスド・エレクトロニクス1ジャパン(株)

Job ID

1565872

Industry

Electronics, Semiconductor

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Ginza Line, Tameike Sanno Station

Salary

7 million yen ~ 10 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

9:00 - 17:30 *Flexible working hour (Core time 11:00 AM-3:00 PM)

Refreshed

February 2nd, 2026 01:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Are you looking to power the next leap in the exciting world of advanced electronics? Do you want to help solve problems that drive success in the rapidly evolving technology and connectivity landscape? Then bring your problem-solving, passion, and creativity to help us power the next leap in electronics.

At Qnity, we're more than a global leader in materials and solutions for advanced electronics and high-tech industries – we're a tight-knit team that is motivated by new possibilities, and always up for a challenge. All our dedicated teams contribute to making cutting-edge technology possible. We value forward-thinking challengers, boundary-pushers, and diverse perspectives across all our departments, because we know we play a critical role in the world enabling faster progress for all. Learn how you can start or jumpstart your career with us.

About the Role

We are looking for an experienced Facilities Manager to oversee the safe and efficient operation of Qnity's facilities in Japan, including the Tokyo Office, and Kawasaki KSP Lab. This role ensures a high level of occupant satisfaction with facilities and security services while maintaining cost efficiency and compliance.

What You'll Do

- Manage leases and collaborate with internal teams to secure favorable terms under local regulations.
- Oversee services and processes that support our core business, ensuring a safe and productive work environment.
- Lead both strategic planning and day-to-day operations for facilities and security.
- Drive space planning initiatives aligned with business needs and corporate strategy.
- Optimize occupancy costs through effective real estate management.
- Manage vendor contracts and ensure compliance with SLAs and cost targets.
- Oversee location modifications and capital projects, ensuring timely and budget-conscious delivery.
- Partner with EHS and Security teams to implement continuous improvement programs.
- Act as the primary contact for external vendors and local regulators for compliance matters.
- Own and manage the FS&RE expense budget and capital plan for cost effectiveness.
- Develop policies and programs to efficiently manage real estate, workplace, and facilities.

Key Job Selling Points:

- **Lead Strategic Impact:** Take on a pivotal role driving real estate strategy across Japan, influencing key decisions that shape our business.
- **Collaborate Across Functions:** Work closely with diverse teams and departments, gaining exposure to a wide range of projects and responsibilities.
- **Grow Your Career:** Be part of a dynamic, growth-oriented company that offers clear opportunities for professional development and advancement.

Compensation & Benefits

Work Location

- Qnity Group Headquarters
- Sanno Park Tower, 2-11-1 Nagatacho, Chiyoda-ku, Tokyo 100-6111 (1-minute walk from Tameike-Sanno Station)

Salary

- Annual income: **¥7,000,000 – ¥9,600,000**
- Final amount will be determined based on experience and ability.
- The above range includes **base salary + performance-based bonus**.
- Performance-based bonus: Generally paid once a year in March, based on individual performance and business unit results.

Working Hours

- Standard working hours apply.
- Flexible work system available with core time: **11:00 – 15:00**.
- If a discretionary labor system applies, flextime does not apply, and work is considered as 8 hours per day. In this case, a separate **discretionary allowance** will be provided.

Holidays & Leave

- Saturdays, Sundays, public holidays
- Year-end/New Year holidays
- Company anniversary
- Paid annual leave
- Special paid leave (weddings, funerals, etc.)
- Sick leave
- Childcare leave
- Nursing care leave
- Menstrual leave, etc.

Benefits & Welfare

- Employment type: Permanent (no fixed term)
- Salary increase: Generally once a year in March
- Commuting allowance: Public transportation pass or gasoline allowance (per company policy)

- Social insurance and labor insurance coverage
- Retirement plan (corporate defined contribution pension)
- Disaster and disability compensation
- Health programs (annual health check, Employee Assistance Program, 24-hour health consultation), etc.

Handling of Personal Information Collection

Application-related documents and any accompanying personal information received for the purpose of applying to Qnity job openings will be stored and managed strictly and securely. This information will only be used for recruitment activities, such as contacting you regarding the selection process, and will not be used for any other purpose.

Qnity is an equal opportunity employer. Qualified applicants will be considered without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability or any other protected class. If you need a reasonable accommodation to search or apply for a position, please visit our Accessibility Page for Contact Information.

Required Skills

- **Experience:** 5–10 years in facilities operations management or a similar role.
- Strong organizational and planning skills with the ability to prioritize tasks.
- Proven ability to manage projects and initiatives independently.
- Excellent stakeholder management and influencing skills.
- Customer-focused mindset with strong service orientation.
- Project management experience is a plus.
- **Education:** Bachelor's degree preferred.

Company Description