

「プロだからわかる、あなたのスキルが活きる場所」
60以上の業界・職種に特化した専門チームがサポート

Robert—
Walters

【英語を活かす】オペレーションディレクター/ Operation Director

ワークスペースソリューション企業にて、オペレーション部長の求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

ワークスペースソリューション企業

Job ID

1577431

Industry

Other (Real Estate, Construction)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 15 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制、土日祝日休み、有給休暇

Refreshed

February 9th, 2026 13:35

General Requirements

Career Level

Executive

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A global serviced office and workspace solutions company is looking for an Operations Director. The selected candidate will oversee multiple centres, ensuring strong financial performance, operational efficiency, and high service standards.

A global leader in flexible workspace solutions, this organisation delivers serviced offices, coworking environments, and virtual office services across major business hubs in Japan. Backed by an extensive international network, it supports companies of all sizes with modern, fully equipped workplaces, professional business services, and flexible terms designed for today's mobile workforce.

Keywords:

オペレーションディレクター, 事業運営, サービスオフィス, 施設管理, 収益管理, カスタマーサービス, リスク管理, 多拠点管理, 求人, 外資系

Job Ref: 35BJYN

Responsibilities:

- Oversee performance and efficiency across multiple business centres within the region
- Collaborate with internal teams and external vendors to resolve on-site issues and deliver effective solutions
- Plan and execute client services that align with business goals and enhance customer experience
- Conduct regular operational reviews to ensure alignment with company standards
- Approve repair expenses and manage facility-related budgets in line with internal procedures
- Provide decision-making guidance to centre teams using cross-departmental information
- Manage payment processes, perform audits, and support upsell initiatives to prevent revenue leakage
- Coordinate with internal teams to resolve system issues and improve operational efficiency
- Plan and deliver community events to engage clients and attract new visitors
- Develop director-level staff and align teams with company strategy and mission

Requirements:

- Practical experience in cross-functional collaboration, including process improvement and policy development
- Experience developing and implementing business growth strategies
- Solid understanding of risk management and compliance requirements
- Experience in roles such as hotel management or luxury retail investment management
- Professional level Japanese and English

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.