

「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.