



MAC Manager (Moves, Adds & Changes)/ JPY 8M – 9Mper year

global facilities services organization

Job Information

Recruiter

[JobImpulse](#)

Job ID

1580112

Industry

Temp Agency, Outsourcing

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, Minato-ku

Salary

8 million yen ~ 9 million yen

Hourly Rate

800万円 ~ 900万円 ※ご経験・スキルに応じて優遇 ※賞与込み、年収ベースでの提示となります

Work Hours

月～金 9:00 ~ 18:00 (実働8時間/休憩1時間) ※業務状況により、時間外対応や週末勤務の可能性あり

Holidays

完全週休二日制 (土・日) 祝日、年末年始休暇、有給休暇、慶弔休暇など

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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

Business Level

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Position Summary

The MAC Manager will support the Key Account Manager in delivering high-quality Facility Management (FM) services, with a strong focus on space planning, occupancy management, and Moves, Adds & Changes (MAC) operations.

This role plays a critical part in ensuring efficient workplace planning, coordination of vendors, reporting accuracy, and smooth execution of relocation and layout change projects within the Japan Hub.

Key Responsibilities/仕事内容

1. Space Planning & Occupancy Management

- Lead strategic space and occupancy planning initiatives
- Support regional AutoCAD-related space planning activities
- Coordinate and manage Moves, Adds & Changes (MAC) activities
- Create and distribute move instructions
- Manage external vendors (furniture, movers, telecom, IT equipment, nameplates, etc.)
- Develop and implement group move plans in collaboration with FM, Project Management, and Construction teams
- Conduct strategic occupancy data analysis
- Gather future desk requirements from business units
- Identify and escalate occupancy-related risks or issues
- Prepare ad-hoc test fits and layout plans for the Japan Hub
- Utilize CAD skills to produce maps and workspace documentation
- Maintain and update occupancy databases and regional reports
- Update systems such as WebCore and related databases
- Provide client-facing reporting (progress reports, status updates, supplier contracts, invoices, churn tracking, employee communications)

2. Facility Management (FM) Support

- Support construction vendor management when required
- Coordinate evacuation drills
- Support Fire Marshal program management
- Coordinate First Aider training
- Oversee cleaning and housekeeping support
- Manage ad-hoc cleaning requests
- Support BCM (Business Continuity Management) equipment management
- Provide general FM coordination support as requested by the Key Account Manager

3. Moves, Adds & Changes (MAC) Operational Support

- Prepare seating plans and from-to lists
- Coordinate with internal users, IT teams, and vendors
- Update seating plans and WebCore systems
- Support BAU (Business as Usual) moves
- Maintain new joiner / leaver tracking files

4. Churn & Portfolio Projects

- Support restack and churn projects
- Assist in portfolio optimization initiatives
- Support real estate and lease management activities
- Ensure relevant database updates and documentation accuracy

Required Skills

Qualifications/応募資格

- Experience in Facility Management, space planning, or corporate real estate environment
- Strong understanding of MAC operations and occupancy planning
- Proficiency in AutoCAD and space planning tools
- Experience managing external vendors
- Advanced English proficiency (written and spoken)
- Business-level Japanese
- Strong reporting and analytical skills
- Ability to manage multiple stakeholders and prioritize tasks

Personal Attributes/歓迎要件

- Strong coordination and project management skills
- Detail-oriented with strong organizational capability
- Proactive problem-solver
- Ability to work independently and under pressure
- Excellent communication and stakeholder management skills

Company Description