



Country Facility Manager

Job Information

Recruiter

JAC International Co., Ltd.

Hiring Company

Country Facility Manager — 年収最大1,300万円 — JAC International.

Job ID

1610051

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, Koto-ku

Salary

6.5 million yen ~ 13 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

September 1st, 2026 18:10

Application Deadline

October 10th, 2026

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Executive

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

What You Will Do

Manage day-to-day facility operations, maintenance, workplace services, and site infrastructure to ensure safe, reliable, and

efficient business operations.

Coordinate facility projects, office modifications, infrastructure adaptations, relocations, and workspace optimization initiatives.

Support regional real estate activities including space planning, occupancy management, lease-related coordination, and site-level real estate support.

Prepare and manage facility budgets including CAPEX and OPEX, monitor costs, approve service-related expenditures, and identify savings opportunities.

Manage vendors, contractors, service agreements, procurement activities, RFQ/RFP processes, and service performance reviews.

Ensure compliance with corporate policies, legal requirements, health & safety, fire protection, security, and audit standards. Coordinate audits, certifications, and compliance activities including TISAX and ISO standards, including documentation and follow-up actions.

Coordinate cross-functional alignment between site leadership, Global FM&RE, Procurement, EHS, Security, Finance, HR, vendors, and auditors to support effective facility operations and compliance.

Drive continuous improvement, process documentation, service harmonization, and support business continuity, logistics, and operational events.

Required Skills

What You Need

Bachelor's degree in Facility Management, Engineering, Real Estate, Business Administration, or related discipline.

Minimum 10 years of experience in Facility Management, Corporate Real Estate, or technical operations within an international environment.

Proven experience managing facility operations, infrastructure services, vendors, service contracts, budgets, and facility-related projects.

Experience with CAPEX/OPEX planning, procurement, contract management, invoice review, and cost control processes.

Experience supporting compliance, audits, health & safety, fire protection, security, and business continuity activities.

Strong stakeholder management, communication, organizational, analytical, and problem-solving skills.

Ability to manage multiple priorities, operational incidents, and cross-functional requirements in a dynamic environment.

Proficient in Microsoft Office applications, especially Excel, PowerPoint, Word, and Outlook.

Fluent in English, both written and spoken.

Experience with TISAX, ISO standards, prototype security, automotive, engineering, R&D, or manufacturing environments is considered an advantage.

Company Description