

Country Facility Manager

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
自動車・コネクテッドテクノロジー業界

Job ID
1614107

Industry
Hardware

Company Type
Large Company (more than 300 employees) - International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
8 million yen ~ 15 million yen

Refreshed
November 13th, 2026 20:00

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

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

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.

Company Description