



Workplace Operations Services Manager

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Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

アイ・エル・ジャパン株式会社

Job ID

1615146

Industry

Medical Device

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】有給休暇は入社時から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 GW 夏季...

Refreshed

October 1st, 2026 16:05

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2399983】

【Job Summary】

The Workplace Operations Services Manager is responsible for enabling a smooth safe and efficient working environment by managing core operational functions including facility management travel company car fleet facility related operational EHS responsibilities (in coordination with the People Function for strategic matters) and executive level coordination.

【Key Accountabilities】

1. Facility Workplace and Vendor Management

- Be the point of contact and serve as the liaison with building landlord and internal stakeholders for repairs improvements and space planning.
- Be the point of contact and serve as the liaison with the Baraki facility Coordinator.
- Oversee daily office operations including reception mail supplies and general upkeep.
- Ensure compliance with relevant standards (e.g. ISO 14001 9001) and lead small office renovation or expansion projects.
- Source and manage service providers in accordance with Werfen procurement guidelines and oversee daily facility operations including cleaning office supplies maintenance vendor coordination and security.
- Track vendor contracts renewals and performance to ensure service quality and cost efficiency.

2. Internal IT Management

- Be the point of contact and serve as the liaison with the External IT service vendor for any workplace IT related matter.
- Oversee daily IT office service levels and escalate and solve any potential malfunctioning.

3. Travel Logistics Management

- Liaise with travel service providers and ensure optimal vendor performance and employee experience.
- Provide support in case the employee has any queries.

4. Company Car Fleet Housing and Parking Administration

- Coordinate assignment leasing and maintenance of company vehicles.
- Track lease contract and renewals.
- Administer fuel cards fines insurance claims and vendor contracts related to fleet services.
- Act as the point of contact for employee inquiries and issue resolution in accordance with the Company`s guidelines for company car housing and parking.

5. Environmental Health Safety (EHS)

- Support implementation of facility related EHS standards in coordination with global policies and Japan specific regulations.
- Execute and maintain operational EHS practices including office safety drills incident reporting and facility safety compliance.
- Maintain compliance documentation for internal audits and external regulators.

6. Budgeting Procurement

- Track and manage budgets for facilities travel and fleet related expenses and procurement processes.
- Issue purchase orders and purchase requests and ensure the timely processing of vendor invoices in accordance with Finance guidelines.

【Networking/Key relationships】

Internal: General Manager Finance People Function Commercial IT leadership team and all Japan employees

External: Building management travel/fleet vendors facilities contractors and service suppliers

Required Skills

【Minimum Knowledge Experience required for the position】

- Bachelor's degree in Business Administration Facility Management or related field
- 3 - 5 years of experience in office operations business administration or executive coordination roles
- Exposure to supporting C level leaders or senior management in a multinational setting

【Skills Capabilities】

- Proficiency in MS Office Suite (especially Excel Outlook and PowerPoint)
- Familiarity with travel management and procurement systems
- Basic understanding of facility related EHS regulations and office safety protocols
- Excellent organizational and multitasking ability
- Strong interpersonal and communication skills especially in cross cultural contexts
- Customer service mindset with a proactive problem solving approach
- High level of discretion and professional maturity when dealing with leadership matters
- Ability to manage time sensitive and confidential tasks with precision
- Language: Native level Japanese Business level English

Company Description

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