



PR/124131 | Building Management Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1618614

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:32

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

- Handle the building's quality and maintenance, finance, admin & human resource and tenant relationship
- Maintain cost and services for building property, project and maintenance
- Evaluate services, quality control and cost
- Liaise with vendors
- Report progress to management
- Manage data project and building management
- Manage special project from management in timely manner
- Evaluating Standard Operation Procedure and the update if needed
- Other duties as assigned
- Direct superior: Building Management Manager (Japanese)
- Team members: 1

Requirements:

- Proven experience (3-5 years) in handling building management or utility maintenance matters
- English Proficiency (Business Level)
- Bachelor's degree in Mechanical or Electrical Engineering
- Proficient in Microsoft Office (esp. Excel and Word)

- Has experience in Japanese company will be preferable
- Proficient in Japanese language is preferable

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Company Description