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
1618905

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
7 million yen ~ Negotiable, based on experience

Refreshed
October 22nd, 2026 17:50

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business 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.

Employee Benefits:
Health Insurance Employees' Pension Employment Insurance Industrial Injury Insurance

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

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国（また2011 年には香港・韓国にも拠点を新設予定）でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

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We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.