

オフィスサービスマネージャー

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
外資系ワークプレイスサービス企業

Job ID
1618957

Industry
Industrial Facilities

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
5 million yen ~ 7 million yen

Refreshed
November 5th, 2026 00:00

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

Purpose of Position:

- To lead entire office service related tasks to meet client contractual requirements as a professional FM service provider.
- To support onsite team leader KAM (Key Account Manager)

Role and Responsibility:

-Vendor management (both onsite and outside vendors) in the field of operational performance, contract, cost, compliance etc

-Task management both BAU and ad-hoc work in the filed of Helpdesk, Mailroom Service, Cleaning, and any other general office services.

-EHS management including statutory required fire prevention related activities and participation in client monthly safety committee.

-Small OPEX project management

-Client office event arrangement (Family Day, Christmas Day, etc)

-Fixed asset inventory check

-Emergency goods inventory check and management

-Vendor security card management and annual renewal activity

-Construction and repair work support (coordination, execution, onsite supervision, reporting)

-Management of local small remote offices

-Management of AV equipment

-Trouble shooting

-Reporting in both Japanese and English

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

Required Skills

Skills and Certifications required:

-More than 3 Years experience in Facility Management, Office Administration or any similar fields.

-MS Office Outlook, Word, Excel, PowerPoint

Personality Skills:

-Being a team player

-Well communicate with various stakeholders

-Work flexibly with ad-hoc works and beyond works of JD

-Good level of IT and Technology literacy to work efficiently

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.