

Assistant Engineering Manager

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
Global Real Estate Management and Professional Services

Job ID
1619548

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
5.5 million yen ~ 7 million yen

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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

- Oversee the daily operation, maintenance, and performance of critical building systems, including HVAC, electrical, plumbing, fire protection, and building automation systems.
- Lead preventive and corrective maintenance programs, ensuring facilities operate safely, efficiently, and in compliance with internal standards and local regulations.
- Manage and coordinate external vendors, contractors, and service providers to deliver high-quality facilities and engineering services.
- Support site operations through safety inspections, risk assessments, incident management, and compliance documentation to maintain a safe working environment.
- Supervise and mentor on-site technical teams, drive operational excellence, and ensure service delivery meets agreed KPIs and service levels.
- Assist with budgeting, procurement, cost control, and energy efficiency initiatives, while identifying opportunities to improve sustainability and operational performance.

Employee Benefits:
- Professional development and training opportunities

- Collaborative and inclusive work environment with exposure to international stakeholders
- Comprehensive insurance coverage

Required Skills

- Experience in Facilities Management, Building Operations, or Engineering Maintenance within commercial, corporate, or mission-critical environments.
- Strong technical knowledge of HVAC, electrical, plumbing, fire protection, and building management systems (BMS/BAS).
- Experience managing contractors, vendors, and service providers while ensuring high standards of safety, compliance, and service delivery.

Company Description

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