SPECIALIZED GROUP Understanding People

Workplace Operations Specialist / 総務・施設管理 | 東京

年収最大750万円・残業代別途支給

Job Information

Recruiter
Specialized Group

Job ID
1621918

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
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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

Senior Workplace Operations Specialist/Office & Facilities- ¥7.5M Tokyo Ryutsu Center

Overview

Our client is seeking a Senior Workplace Operations Specialist based in Tokyo. This fully onsite role offers the opportunity to manage day-to-day office operations, lead expansion projects, and provide bilingual support to visiting global executives. The position offers a base salary up to 7.5M with approved overtime paid separately, along with benefits including a DC pension, group life and long-term disability insurance, commuting allowance, and grading-service discounts.

Key Responsibilities:

- Manage daily office and facilities operations
- Coordinate vendors, negotiate contracts, and oversee service quality
- Support office expansion, layout redesign, and equipment installation
- Handle purchasing, contract renewals, invoice verification, and cost control

- Arrange meetings, tours, and dinners for visiting global executives
- Coordinate safety inspections, emergency supplies, and disaster preparedness
- Guide junior colleagues and share operational knowledge
- Improve workplace procedures and implement process enhancements
- Manage multiple projects balancing cost, quality, deadlines, and risks

Requirements:

- 3+ years in workplace operations or facilities management
- Fully bilingual in Japanese and English
- Vendor coordination and negotiation skills
- Experience with office expansion and layout-change projects
- Basic proficiency in Google Workspace
- Purchasing, contract renewal, and budget management experience
- Familiarity with Jira, Envoy, or space-management tools is preferred but not mandatory
- Experience supporting large employee populations is preferred but not mandatory
- Knowledge of facilities and equipment maintenance is preferred but not mandatory
- Project coordination skills for managing multiple tasks and deadlines

Benefits:

- Competitive salary up to JPY 7.5 million
- Overtime paid separately with limited hours
- Group life and long-term disability insurance
- Commuting allowance provided

Company Description