



Facility Manager【外資ファシリティ会社 オフィスに関わる施設運営】英語スキル必須

◆総務マネージャー経験者、ファシリティマネジメント経験者採用◆

募集職種

採用企業名

日本アイ・エス・エス株式会社

求人ID

1437600

業種

その他（不動産・土木建設）

会社の種類

中小企業（従業員300名以下）- 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

日比谷線、 六本木駅

給与

900万円 ~ 1100万円

勤務時間

9:00 - 18:00

休日・休暇

完全週休2日制

更新日

2025年05月28日 12:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 75%程度)

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

Purpose of this Position

To support the Operations Manager in achieving the delivery of necessary facility management services to the client, with a particular focus on roles and responsibilities on space planning, FM support and support to MAC (moves, adds and changes).

Responsibilities

■FM Service Team Management

- Team building by active participation and encouragement of staff input
- Develop the senior leadership team for the account ensuring succession plans are in place

■FM SUPPORT

- vendor management
- Evacuation Drill Coordination support
- Fire Marshal management support
- First Aider training coordination support
- FM support coordination and other adhoc support works as required by the Operations Manager
- Ensuring FM regulatory regulations are in order on site

■Health Safety and Environment

- The position is responsible for ensuring total adherence to the HSE principles and programs in the Barclays operations in Japan
- Maintain a reporting procedure for accidents and near misses
- Maintain a communication network to raise Health & Safety issues
- Ensure, with the leadership team that Risk Assessments for all tasks are implemented and communicated effectively
- Develop a safety culture within the Japan operations and support the wider account to establish a secure and safe environment
- Ensure initiatives and programs are implemented across the region to ensure the nominated energy saving targets are achieved

スキル・資格

Qualification Requirement

- Basic operation of AutoCAD is plus

Pre-Requisites and Personal Attributes

- 2 years of direct working experience
- 5 years of working experience with supervising workers / vendors
- Willing to work after office hours/weekends if required
- Proficient in MS Office

会社説明

ISS, a leading workplace experience and facility management company, provides placemaking solutions that contribute to better business performance and makes life easier, more productive and enjoyable – delivered to high standards by people who care.

CAREER

A place where people can thrive

A career at ISS is about making a difference. ISS people work at airports, banks, hospitals, and thousands of other places – and affect the lives of millions every day. Our people care about the great places they create, the customers and communities they serve, and the planet they seek to protect, always adding a human touch to everything they do.