



Facility Manager and GA Manager

スイスの人気時計ブランド Swatch

募集職種

採用企業名

スウォッチ グループ ジャパン株式会社

求人ID

1457320

業種

アパレル・ファッション

雇用形態

正社員

勤務地

東京都 23区, 中央区

最寄駅

銀座線、 銀座駅

給与

経験考慮の上、応相談

更新日

2026年04月22日 10:02

応募必要条件

職務経験

6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

日本語レベル

ビジネス会話レベル

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

Essential Responsibilities

- Maintain and manage overall Nicolas G. Hayek Center building
- Provide 5 years maintenance plan as well as execution.
- Closely work with Brands and provide advice on various projects.
- Formulation of office strategies that support business growth including corporate boutiques.
- Project management in office construction
- Planning for office space, resource optimization, work environment improvement.
- Support and advice for construction management of direct retail store/boutique.
- SDGs Project
- GA - Support administrative operation and management

スキル・資格

Mandatory Qualifications

- At least 5 years of working experience in building and Facilities Management or project management.
 - Knowledge in buildings, construction and safety procedures.
 - Ability to handle multiple projects in a fast pace environment
 - Excellent communication skills in both Japanese and English
 - Take on challenges with flexible ideas even in a changing environment and situation
 - Highly motivated to set their own issues for business problems and to complete the plan for solving them through appropriate communication with related parties.
 - Commercial real estate contract business
 - PC skills (Outlook, Power Point, Excel, Word, etc.)
 - Experienced in energy saving related reporting work
 - Experience in legal power outages and disaster prevention drills
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会社説明