



Facilities Construction and Renovation Lead 独占求人

英語が活かせる仕事！海外のような職場（米国大学の日本校）環境！

募集職種

採用企業名

テンプル大学ジャパンキャンパス

求人ID

1553119

部署名

Facilities & General Affairs

業種

教育・学校

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 半数

雇用形態

正社員

勤務地

東京都 23区, 世田谷区

最寄駅

東急田園都市線、 三軒茶屋駅

給与

550万円～経験考慮の上、応相談

ボーナス

固定給+ボーナス

勤務時間

Main office hours: 9:00 to 17:30, Monday to Friday. 37.5 hours

休日・休暇

土日祝及び、大学カレンダーに準ずる、年間休日数（125日）

更新日

2025年08月01日 03:00

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

日本での就労許可は必要ありません

募集要項**Position**

Facilities Construction and Renovation Lead

Department

Facilities and General Affairs

Position Type

Full-time

Location

Tokyo (Sangen-jaya station): hybrid-remote flexibility after initial training period available.

Report to

Facilities Manager

Work Hours

37.5 Hours Per Week (9:00 to 17:30, Monday to Friday)

(Some work on late nights, Saturday and Sunday may be required. Compensatory time off provided.)

Visa Requirement

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

Salary & benefits

Salary commensurate with experience.

Eleven (11) days paid vacation in the first year, increasing to 20 days after 6 years of employment, plus 5 paid “personal and sick days” each year. In addition, approximately two weeks company-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a welfare-discount program membership, retirement payment system, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

Overview of position

Temple University, Japan Campus (TUJ) is growing rapidly, and we are seeking Facilities Construction and Renovation Lead to maintain, develop and expand our current facilities.

Primary responsibilities**Facilities and General Affairs**

- Overall management of TUJ construction and renovation projects (Kyoto and Tokyo)
- Manage campus and other facilities’ long-term maintenance plans
- Develop and maintain good relationships with construction companies, and the building owners of campuses
- Ensure construction projects are completed on time and within budget.
- Other responsibilities as assigned by the Facilities Manager

Application Process

Review of applications will begin immediately. Desired start date is late September 2025.

Please apply from below link.

<https://tuj.bamboohr.com/careers/45?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

- (a) cover letter,
- (b) resume or c.v.,
- (c) contact information for two references.

Only those applicants who make it past the initial review will be contacted.

Temple University, Japan Campus is committed to equal employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall have full and equal consideration for employment. The university does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. Candidates who can contribute to the institution's goals are strongly encouraged to apply.

スキル・資格

Qualifications and Experience

- At least 3 to 10 years of experience in construction project management
- Fluent in both English (business level) and Japanese (native-level)
- Budget management experience
- Strong computer skills: Excel (skills on Pivot Table and VLOOKUP preferred), Word, and PowerPoint
- Excellent verbal and written communication skills in both English and Japanese
- Demonstrated problem solving skills
- Creative, team player and self-motivated
- Professional appearance and attitude

Preferred Qualifications and Experience

- Experience in the real estate industry
- Skills on AutoCAD and Visio

会社説明