



Workplace Experience Operations Specialist

募集職種

採用企業名

ユニティ・テクノロジーズ・ジャパン株式会社

支社・支店

Unity Technologies

求人ID

1557497

業種

ソフトウェア

会社の種類

大手企業 (300名を超える従業員数) - 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, 中央区

最寄駅

銀座線、 銀座駅

給与

500万円 ~ 800万円

更新日

2025年09月12日 00:00

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: 50%程度)

日本語レベル

ネイティブ

その他言語

韓国語 - 流暢

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

The Workplace Experience (WE) Team at Unity is dedicated to making our working environment an amazing and innovative place to work that fosters creativity and community.

It's well known that people are more effective at what they do, the happier they are. This is where the Workplace Experience team comes in; from social events to office perks, we collaborate, think creatively and implement strategies to add to our thriving Unity culture.

In this role, reporting into the Manager, Workplace Experience and you will be the face of the Tokyo office for all employees, visitors and candidates.

You will have a huge impact in creating and maintaining the Unity culture as we grow.

- Support employees with their daily workplace needs, both in person and virtually, and keep the office's Confluence page up to date with key information about the office.
- Partner with cross-functional teams: with HR to onboard new Unity employees; with local leadership by participating in leadership committee meetings to understand business needs; and with Unity's Security team to implement security protocols for visitors, candidates, and employees.
- Develop and maintain strong vendor relationships, including janitorial, catering, and facilities vendors, and where applicable, partner with the Workplace Territory Lead and Unity's Sourcing and Procurement team to conduct QBRs and RFPs to ensure Unity receives great service along with value for money.
- Manage and track the approved office budget by raising purchase requisitions and ensuring invoices are paid in a timely manner to avoid service disruption; coordinate vendor and facility repairs & maintenance; and work with the landlord to maintain shared facilities.
- Lead workplace experience and compliance efforts by planning and coordinating local onsite events, maintaining office and pantry supplies through inventory analysis, ensuring cleanliness and services via daily walkthroughs, partnering with the Health & Safety Response team to meet compliance standards, collaborating with the Workplace Environments team on capital projects, and serving as the after-hours emergency contact.

スキル・資格

What we're looking for

- Excellent organizational skills
- Strong communication skills, both verbal and written
- Excellent problem-solving abilities, displaying accuracy, flexibility, and reliability on all tasks assigned
- Good interpersonal skills; someone who is proactive, a team player with the proven ability to multitask and prioritize
- Flexibility in assisting with special projects in various areas as they are assigned.

You might also have

- Experience in the hospitality and customer service industry is a plus
- Hands on experience with Mac and Windows including experience in MS Office (Excel, Word, PowerPoint, Outlook) and proficient with Gmail and Google Calendar
- Comfortable coordinating facility related work with external vendors (i.e. annual fire alarm verification, HVAC preventative maintenance, etc..)
- First Aid/AED/CPR trained

会社説明