

## 【英語を活かす】 オフィスマネージャー/ Office Manager

石油・ガス会社にて、オフィスマネージャーの求人がございます。

### 募集職種

人材紹介会社

ロバート・ウォルターズ (Robert Walters)

採用企業名

石油・ガス会社

求人ID

1570602

業種

化学・素材

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 1000万円

勤務時間

お問い合わせください

休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

更新日

2026年02月23日 03:00

### 応募必要条件

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

A foreign oil and gas company is looking for an Office Manager. The selected candidate will ensure smooth office operations and a safe, efficient, and organised work environment covering facilities, administration, document control, safety, and vendor management.

An oil and gas company, this international organisation is headquartered in the Middle East and operates worldwide. Its services cover oil exploration, drilling, renewable energy, and gas operations.

#### Keywords:

オフィス管理, 安全, 運営, ユーティリティ, 石油会社, 外資系

Job Ref: AC5Y17

#### Responsibilities:

- Oversee daily office activities and maintain efficient workflows
- Manage office layout, space planning, equipment procurement, and maintenance
- Handle facility management, including cleaning, repairs, security, and vendor coordination
- Ensure compliance with Japanese building codes, fire safety, and occupational health standards
- Implement and maintain Safety Management Systems (SMS) and Business Continuity Management (BCM) plans
- Monitor emergency preparedness and risk mitigation measures
- Conduct regular safety audits and drills
- Answer phone calls, greet visitors, and manage incoming/outgoing mail and deliveries
- Organise company events, meetings, and travel insurance arrangements
- Support staff with administrative needs
- Develop and maintain filing systems for physical and digital documents
- Manage internal documents, contracts, and reports
- Ensure data security and confidentiality
- Monitor office-related expenses and manage budgets
- Process invoices and assist with expense reporting

**Requirements:**

- Bachelor's degree or above in business administration, facilities management, safety management, or related field
- 8-10 years of experience in office administration, facilities management, and safety/security operations
- Experience implementing and maintaining safety management systems and business continuity plans
- Hands-on experience coordinating company events and managing staff
- Proven track record in managing office facilities, space planning, and vendor contracts
- Proficient in MS Office, SAP and other administrative tools
- Familiarity with compliance requirements related to office safety and security
- Strong understanding of safety regulations, emergency preparedness, and business continuity frameworks
- Knowledge of office operations, best practices, procurement processes, and vendor management
- Familiarity with Japanese building codes, fire safety, and occupational health standards
- Excellent interpersonal and communication skills
- Fluent level Japanese; business level English

**Preferred Requirements:**

- Professional certifications in Safety Management Systems (SMS), Business Continuity Management (BCM), or Facilities Management

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**会社説明**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.