

## 【英語を活かす】コーポレートサービスマネージャー/ Manager, Corporate Services

航空会社にて、コーポレートサービ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

航空会社

#### 求人ID

1604675

#### 業種

その他（メーカー）

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

700万円 ~ 900万円

#### 更新日

2026年08月10日 01:00

### 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 global aviation company is looking for a Manager, Corporate Services. The selected candidate will oversee office administration, executive support, business travel, corporate events, supplier management, and local IT coordination.

A Japan-based aviation company specialising in aircraft and engine leasing, asset management, and strategic trading. It provides technical management and remarketing solutions to airlines and aviation investors.

#### Keywords:

総務、コーポレートサービス、オフィス管理、施設管理、航空業界、求人、外資系

Job Ref: SCHBDN

#### Responsibilities:

- Manage office administration, company assets, facilities, equipment, procurement, and reception services
- Oversee suppliers and ensure goods and services meet operational standards
- Provide executive support to the Head of Japan
- Coordinate flight bookings, travel insurance, visas, and accommodation
- Organise corporate events and internal activities
- Liaise with headquarters on local IT support and handle assigned projects

**Requirements:**

- Bachelor's degree or above
- More than 5 years of relevant working experience
- More than 2 years of team supervisory or people management experience
- Proficient in MS Office Suite
- Proficient in written and verbal English and Japanese

**Preferred requirements:**

- Prior office renovation and relocation experience
- Proven cross-office management experience
- Possess valid fire prevention and disaster prevention manager qualification

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**会社説明**

For over 25 years, in Japan, we have been a driving force in the Japanese bilingual recruitment market, providing high-quality candidates for our clients and access to the best jobs. We always put the interests of our clients and candidates first and run on a non-commission model that promotes a working culture where teamwork is incentivised. We strive to find the best fit for both employer and job seeker and don't push people into unsuitable roles.