【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11月02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 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

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.