



Country Facility Manager

募集職種

人材紹介会社

株式会社 JAC International

採用企業名

Country Facility Manager — 年収最大1,300万円 — JAC International。

求人ID

1610051

業種

電気・電子・半導体

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, 江東区

給与

650万円 ~ 1300万円

ボーナス

固定給+ボーナス

更新日

2026年09月01日 18:10

応募締切日

2026年10月10日

応募必要条件

職務経験

10年以上

キャリアレベル

エグゼクティブ・経営幹部レベル

英語レベル

流暢

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

What You Will Do

Manage day-to-day facility operations, maintenance, workplace services, and site infrastructure to ensure safe, reliable, and

efficient business operations.

Coordinate facility projects, office modifications, infrastructure adaptations, relocations, and workspace optimization initiatives.

Support regional real estate activities including space planning, occupancy management, lease-related coordination, and site-level real estate support.

Prepare and manage facility budgets including CAPEX and OPEX, monitor costs, approve service-related expenditures, and identify savings opportunities.

Manage vendors, contractors, service agreements, procurement activities, RFQ/RFP processes, and service performance reviews.

Ensure compliance with corporate policies, legal requirements, health & safety, fire protection, security, and audit standards. Coordinate audits, certifications, and compliance activities including TISAX and ISO standards, including documentation and follow-up actions.

Coordinate cross-functional alignment between site leadership, Global FM&RE, Procurement, EHS, Security, Finance, HR, vendors, and auditors to support effective facility operations and compliance.

Drive continuous improvement, process documentation, service harmonization, and support business continuity, logistics, and operational events.

スキル・資格

What You Need

Bachelor's degree in Facility Management, Engineering, Real Estate, Business Administration, or related discipline.

Minimum 10 years of experience in Facility Management, Corporate Real Estate, or technical operations within an international environment.

Proven experience managing facility operations, infrastructure services, vendors, service contracts, budgets, and facility-related projects.

Experience with CAPEX/OPEX planning, procurement, contract management, invoice review, and cost control processes.

Experience supporting compliance, audits, health & safety, fire protection, security, and business continuity activities.

Strong stakeholder management, communication, organizational, analytical, and problem-solving skills.

Ability to manage multiple priorities, operational incidents, and cross-functional requirements in a dynamic environment.

Proficient in Microsoft Office applications, especially Excel, PowerPoint, Word, and Outlook.

Fluent in English, both written and spoken.

Experience with TISAX, ISO standards, prototype security, automotive, engineering, R&D, or manufacturing environments is considered an advantage.

会社説明