

Workplace Experience Manager

募集職種

人材紹介会社
株式会社 JAC International

採用企業名
グローバル自動車メーカー

求人ID
1614105

業種
自動車・自動車部品

会社の種類
中小企業 (従業員300名以下) - 外資系企業

雇用形態
正社員

勤務地
東京都 23区

給与
750万円 ~ 1200万円

更新日
2026年10月30日 02:00

応募必要条件

職務経験
6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

日本語レベル
ネイティブレベル

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

The Workplace Experience Manager will oversee administrative operations for the organization. This role involves managing and implementing efficient administrative systems. The ideal candidate will contribute to strategic planning, coordinate facilities, and lead a team to support the organization's overall success.

What you will be doing: Administrative Operations: Drive the implementation of streamlined administrative systems and cutting-edge technology. Oversee facilities management to create a safe and efficient work environment.

Team Leadership: Provide effective leadership to the administrative team. Foster a collaborative and supportive work culture that aligns with the company's mission and values.

Strategic Contribution: Play a key role in cultivating our culture by coming up with unique ideas to make our workplace a better place. Collaborate with headquarters employees to incorporate their needs to the office management.

スキル・資格

- Bachelor's degree in Business or a related field Proven track record in administration, preferably within the tech industry.

- Strong leadership skills with the ability to motivate and guide a diverse team.

- Excellent communication skills to effectively interact with internal teams and external stakeholders.

- Adaptability and resilience in navigating the dynamic nature of a growing company

Nice To Have:

- Adaptability and cultural sensitivity.

- International Experience of Managing administration of a subsidiary company.

会社説明