

Country Facility Manager

募集職種

人材紹介会社
株式会社 JAC International

採用企業名
自動車・コネクテッドテクノロジー業界

求人ID
1614107

業種
ハードウエア

会社の種類
大手企業 (300名を超える従業員数) - 外資系企業

雇用形態
正社員

勤務地
東京都 23区

給与
800万円 ~ 1500万円

更新日
2026年11月13日 20:00

応募必要条件

職務経験
10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

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

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.

会社説明