

PR/124131 | Building Management Staff

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント インドネシア

求人ID
1618614

業種
土木

雇用形態
正社員

勤務地
インドネシア

給与
経験考慮の上、応相談

更新日
2026年11月03日 08:00

応募必要条件

職務経験
3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
流暢レベル

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

Job Description:

- Handle the building's quality and maintenance, finance, admin & human resource and tenant relationship
- Maintain cost and services for building property, project and maintenance
- Evaluate services, quality control and cost
- Liaise with vendors
- Report progress to management
- Manage data project and building management
- Manage special project from management in timely manner
- Evaluating Standard Operation Procedure and the update if needed
- Other duties as assigned

- Direct superior: Building Management Manager (Japanese)
-Team members: 1

Requirements:

- Proven experience (3-5 years) in handling building management or utility maintenance matters
- English Proficiency (Business Level)
- Bachelor's degree in Mechanical or Electrical Engineering
- Proficient in Microsoft Office (esp. Excel and Word)

- Has experience in Japanese company will be preferable
- Proficient in Japanese language is preferable

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明