



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

1618905

業種

その他

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 経験考慮の上、応相談

更新日

2026年10月22日 17:50

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

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

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.

Employee Benefits:

Health Insurance Employees' Pension Employment Insurance Industrial Injury Insurance

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

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国（また2011年には香港・韓国にも拠点を新設予定）でグローバル人材紹介会社として事業を拡大してきたジェイ・エイ・シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ・エイ・シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさらに的確にお答えするために、ジェイ・エイ・シー・インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介します。

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We provide specialized proactive recruitment support to multinational clients who are setting up new operations or are expanding existing business and seeking further growth in the Japanese market. As the first Japanese recruitment company to set up operations in the UK in 1975, understanding foreign cultures is second nature to us. With our extensive global network and historically leading position as recruitment consultancy to Japanese corporations, we have access to an unrivaled pool of bilingual Japanese and foreign professionals. Our professional consultants are experts in a range of industries and functions and all have extensive multicultural experience. Based on JAC's unique history, culture and market strength, JAC International was founded to provide dedicated support to our multinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment Co., Ltd.