SPECIALIZED GROUP Understanding People

Workplace Operations Specialist / 総務・施設管理 | 東京

年収最大750万円・残業代別途支給

募集職種

人材紹介会社
スペシャライズドグループ株式会社

求人ID
1621918

業種
その他

雇用形態
正社員

勤務地
東京都 23区

給与
経験考慮の上、応相談

更新日
2026年11月11日 11:47

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

Senior Workplace Operations Specialist/Office & Facilities- ¥7.5M Tokyo Ryutsu Center

Overview

Our client is seeking a Senior Workplace Operations Specialist based in Tokyo. This fully onsite role offers the opportunity to manage day-to-day office operations, lead expansion projects, and provide bilingual support to visiting global executives. The position offers a base salary up to 7.5M with approved overtime paid separately, along with benefits including a DC pension, group life and long-term disability insurance, commuting allowance, and grading-service discounts.

Key Responsibilities:

- Manage daily office and facilities operations
- Coordinate vendors, negotiate contracts, and oversee service quality
- Support office expansion, layout redesign, and equipment installation
- Handle purchasing, contract renewals, invoice verification, and cost control

- Arrange meetings, tours, and dinners for visiting global executives
- Coordinate safety inspections, emergency supplies, and disaster preparedness
- Guide junior colleagues and share operational knowledge
- Improve workplace procedures and implement process enhancements
- Manage multiple projects balancing cost, quality, deadlines, and risks

Requirements:

- 3+ years in workplace operations or facilities management
- Fully bilingual in Japanese and English
- Vendor coordination and negotiation skills
- Experience with office expansion and layout-change projects
- Basic proficiency in Google Workspace
- Purchasing, contract renewal, and budget management experience
- Familiarity with Jira, Envoy, or space-management tools is preferred but not mandatory
- Experience supporting large employee populations is preferred but not mandatory
- Knowledge of facilities and equipment maintenance is preferred but not mandatory
- Project coordination skills for managing multiple tasks and deadlines

Benefits:

- Competitive salary up to JPY 7.5 million
- Overtime paid separately with limited hours
- Group life and long-term disability insurance
- Commuting allowance provided

会社説明