



Facility coordinator (IT company@Yaesu) and Operation support

総務での施設管理業務経験者歓迎！

募集職種

採用企業名

ジョーンズ ラング ラサール株式会社

求人ID

1304230

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

勤務時間

9:00～17:10（休憩1時間）※配属先の勤務時間に準ずる

休日・休暇

完全週休2日制（土・日）、祝日、年末年始休暇等【年間休日120日以上】

更新日

2022年11月25日 06:00

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

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

Duties & responsibilities

i) Client / Key Stakeholder Management

- Provide superior customer service by clearly understanding client/stakeholder's requirement and meet their expectations.

ii) Building Maintenance / Liaison with building management team

- Coordinate the building maintenance schedule with building management team and attend them during the maintenance.
- Share the building maintenance schedule with client.
- Respond to facility issues and arrange for repairing.

- Submit building related request form (carry-in/out notification, admission of maintenance work, etc.)
- iii) PPM Management & ad-hoc maintenance
- Coordinate PPM schedule & ad-hoc maintenance and check if the maintenance is done appropriately.
 - Attend the vendor during the maintenance.
- iv) Procurement and Vendor Management
- Manage FM vendors contracted with client and JLL's subcontractor for monitoring their service quality.
 - Subcontractor selection and contract management.
- V) Budget & Spend Management/
- Process invoices for payment through JLL's payment system (JDE) in a timely manner.
 - Make sure payments to vendors are made without delay.
 - Translate Rent invoice and submit to JLL finance team for processing.
 - Forward invoices addressed to client to the designated vendor for processing.
- VI) EHS
- Conduct HSE inspection and improve if any defects.
 - Respond to queries from regional team (electricity, water consumption, renewable energy, etc.)
 - Fire, Life Safety (confirm evacuation drill schedule and submit report after the drill, support Fire & Disaster Prevention Manager)
 - Management of disaster kit (inventory, expiration date, replacement and purchasing)
- VII) Office/Pantry supply
- Order office and pantry supplies to keep the appropriate stock (stationery, water, coffee, wet tissue, sanitizer, copy paper & toner, etc.)
 - Replenish pet bottles of water, coffee cartridges and tea bags etc.
- VIII) Business Card printing
- Order business card as per request
- IX) Flower/Indoor plant supply
- Ensure flower and Indoor plant are well maintained.
- X) Housekeeping
- Ensure daily cleaning by the cleaning vendor is done appropriately.
- XI) Conference room management
- Ensure meeting rooms are clean and tidy (wipe up whiteboard with damp cloth).
- XII) Help desk
- Respond to facility related requests from users.
-) Mail Service
- Receive incoming mails/parcels and distribute them to the receivers and support shipment.
- 14) Switchboard services
- Answer incoming calls at mail switchboard number and the reception area.
- 15) Storage
- External storage management (carry-in / carry-out, disposal)
- 16) Waste Management / Confidential document disposal
- Arrange disposal of Industrial waste & confidential document with vendors as per request and as necessary.
- 17) Signage
- Provide support to install signage in the office as per request
- 18) MAC
- Provide support for simple MAC (move, add and changes) with working with region team, vendors and local stakeholders.
- 19) Event support
- As per request
- 20) Other misc. help requests

- Sending customer flowers/compliments, etc...

About the Client

Client is a networking system, service and software company. Its headquarter is located in US. Japan office is located near at Tokyo station.

We're JLL. We're a professional services and investment management firm specializing in real estate. As a Fortune 500 company, we help real estate owners, occupiers and investors achieve their business ambitions.

JLL Work Dynamics serve an integral role in JLL's commercial real estate businesses. We are a proven, trusted and long-term real estate service partner for 70+ global, regional, and local clients, and pride ourselves in delivering excellent facilities management services.

スキル・資格

Candidate Specification : 施設管理経験必須

- 2年以上の施設管理もしくは総務管理業務経験
 - 語学力：英語ビジネスレベル、日本語流暢レベル（会話、読み書きレベル求める）
 - PCスキル（Microsoft Excel、Power Point、Wordなど）
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- Minimum 2 year's experiences in general administration and facility management
 - Excellent communication skills (written and verbal) and interpersonal skills
 - Business level English and Japanese language skills (spoken and written)
 - Ability to work effectively and timely to meet the deadline of assigned tasks.
 - Ability to think flexibly and communicate with clients with hospitality.
 - PC skills (Microsoft Excel, Power Point, Word, etc.)

会社説明

JLL（ジョーンズ ラング ラサール）は1700年代にロンドンで創業され、現在は米国シカゴに本社を置き、ニューヨーク株式市場に上場している200年以上の歴史を有する不動産サービス会社です。現在は世界80カ国、約91,000名、339を超える拠点を展開しています。日本においては、1985年にJLL日本法人を設立。以来30年以上にわたり、プロパティ/ファシリティマネジメントや不動産アドバイザーといった不動産価値を最大限に高める為のサービスを提供しています。

Established in Tokyo in April 1985, JLL Japan has two corporate offices in Tokyo, plus one in Osaka and one in Fukuoka, covering projects throughout every prefecture in Japan. With over 30 years of experience and a prominent track record in Japan, our team of 1,000+ real estate professionals provide valuable insights for our clients. Through our global network and extensive experience, we possess the right knowledge and local expertise required to deliver the best solution for our clients in Japan.