

Facility Management Japan: FM job vacancies

Jul 3rd, 2014

Dear Facility Management professional

I am a specialist in Facility Management (FM) and Corporate Real Estate and Services (CRES) recruitment at Hays Specialist Recruitment Japan. Over the past 8 years I have developed a good understanding and awareness of the FM market and I work with a number of global firms and experienced FM professionals.

The current FM market in the Tokyo area especially is strong with a number of opportunities now available at a range of levels. Indeed, I have found new jobs for several JFMA members in the past few months. Prospects for continued growth in the FM sector are very good, so I anticipate further exciting positions in the coming months. The companies/clients I represent are typically seeking candidates with FM, or Corp Services experience as well as good communication skills in both Japanese and English. Salaries are competitive and many of these job openings provide excellent career opportunities for people who are keen to develop their FM knowledge and experience.

Below are 2 examples of FM roles I am currently working on. I have other openings too, so if you are interested in furthering your career in Facility Management and Corporate Real Estate and Services please contact me at your earliest convenience.

Regards

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Job Description 1:

Company: Global outsourcing firm

Salary: JPY4.5 – 6mill pa

Job Title: Lead Facility Manager

Description:

Global outsourcing company looking for a Facility Manager to manage one of its international accounts. The role will manage one staff member and will take care of all FM tasks in their Tokyo office. Experience of managing staff is important and experience of having managed budgets is desirable. Good communication skills and ability to work closely with internal clients as well as external vendors is important. Native, or fluent Japanese and business level English.

Responsibilities:

- Facility Management Service
- Team Management (1 staff),
- Management of budget & contract / PO issue, Goods Receive and Payment.
- Client relationship management
- Reporting to regional manager
- Project support as a part of FM

Requirements:

- 5+ years work experience of Facility Management (general affairs, corporate service.
- Vendor Management (contract, advisory service)
- Financial Management (budget)
- Business level English (e-mails in English, report preparation, attendance of conference call)

Job Description 2:

Company: International Pharmaceutical

Salary: up to JPY9mill pa

Job Title: Facility Manager

Description:

Pharmaceutical company with a global presence. Now looking for a Facility Manager (FM) to manage their operations in Japan.

Responsibilities will include managing a small team and taking care of the Facilities operations at their main Tokyo office and other offices located throughout Japan. The job will also entail implementation of health and safety measures, procuring contracts, analyzing space needs (Move Add Change and Re-stack) and overseeing facility modifications.

Responsibilities:

- Manage and monitor the overall operation of a facility including buildings, grounds, equipment and services ensuring high quality with uninterrupted service.
- Develop, update and implement site specific policies and procedures.
- Approve all facility-related invoices in an accurate and timely manner.
- Implement Health & Safety and environmental policies to meet legal requirements.
- Manage facilities budget for specific site.
- Regularly interface with department heads/Finance/Human Resources to keep up to date on new hires and future space requirements.
- Ensure timely communication to internal customers regarding facilities services, products and information.
- Analyze space needs, procure contracts and oversee work for authorized building modifications.
- Plan and manage interoffice moves, ensuring that requests are in accordance with agreed plans, efficient coordination with IT and that site policies are followed.
- Ensure that Security, Card Access System and visitor processes are followed per the Security Policies and Procedures.
- May manage capital projects, including Capital Allocation Requisition (CAR) preparation, tracking of expenses, permits, inspections, and completion targets.
- Manage staff in accordance with organization's policies and applicable legislation. Responsibilities include planning, assigning, and directing work; appraising performance and guiding professional development; rewarding and disciplining employees; addressing employee relations issues and resolving problems. Approve actions on human resources matters, including salary administration.
- Other duties as assigned by Manager.

Requirements:

- Good managerial, organizational, interpersonal and leadership skills.
- 5+ yrs of FM experience and at least 1yr's people management experience.
- Effective verbal and written communication skills.
- Ability to multi-task.
- Demonstrated negotiating skills.
- Good MS Office skills.
- Ability to establish and maintain effective working relationships with co-workers, managers and clients.