

ICON PARTNERS K.K.
SCM TEAM
YUJI OKANO
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Facilities Specialist

Job ID: #5859

Company: US based medical devices company

Location: Tokyo

Job Description:

- Work closely with the Finance Director to plan, execute and manage all facilities including company houses and cars
- Plan and execute maintenance programs and daily operations of the facilities
- Support new projects including offices, training center, and various other company programs
- Works with outside contractors on supervising building and equipment repairs

Skills and Experience Required:

- 3-5 years of facilities experience required
- Project management experience is preferred
- Experience in handling office expansion is also preferred