

Job Detail

Entries Level

Position Title	Inexperienced and second new graduates welcome! Facility coordinator (future executive candidate)
Company Name	Globeship Sodexo Corporate Services K.K.
Activated / Updated	2024-04-26 / 2024-04-26
Job Type	Other Job Type - New Graduate & Entry Level General Affairs/HR/Legal - General Affairs General Affairs/HR/Legal - Office Manager
Industry	Real Estate/Property Management/Facility Management
Location	Asia Japan Tokyo
Job Description	<p>1. Business content You will learn various practical skills regarding the various facility management (FM) services provided by our company, based on your past experience and your wishes. After that, based on your practical experience, knowledge, skills, etc., and your aptitude, you will be assigned to a wide range of positions, including site manager positions and back office (head office) positions. *In the future, I would like him to advance his own career as a management executive and contribute to the further development of the company.</p> <p>2. The charm of the job</p> <ul style="list-style-type: none"> • Work as part of a team at a top-class global company. • You can learn a wide range of facility management (FM), which is essential for the strategic management of companies. • Because we have direct contracts with each global company, you can experience cutting-edge FM business. • You will be able to acquire and utilize English communication skills (from daily conversation to business level). • There are many opportunities to work and learn with senior employees and customers who have professional skills and experience in each service. <p>3. Flow after joining the company After the training, you will learn practical skills under the supervision of a senior resident at a client company. (Work example)</p> <ul style="list-style-type: none"> • Business support (conference room management, PC rental management, telephone and visitor reception) • Vendor management (quality control, contract management, ordering and invoice processing, work schedule adjustment, quotation requests, business meetings, negotiations, etc.) • Help desk business email, chat, etc.) - Collaborate with clients and provide services in response to inquiries and complaints. • Facility management, minor inspection of equipment • Creating various reports, etc.
Company Info	<p>Globeship Sodexo Corporate Services Co., Ltd. was established by Globeship Co., Ltd., a pioneer in facility management business in Japan, and France's Sodexo S.A., a major global facility management and food service company. It is a joint venture.</p> <p>Utilizing the know-how and networks of both companies, we are developing an Integrated Facility Management (IFM) business with a focus on non-core business outsourcing services and food services at the Japanese bases of major foreign companies.</p> <p>We provide high value-added facility management (FM) services in a wide range of fields including food services, concierge services, office design, etc. for all environments in which our customers operate, including facility management. We will contribute to improving productivity, strengthening competitiveness, realizing environmental management, and increasing engagement.</p>
Working Hours	<p>Working hours: 8 hours of actual work from 09:00 to 18:00 *Based on business partner's working hours</p>

Qualifications	<p>1.Skills/Qualifications [Required] None [Welcome] TOEIC score of 800 or above is required *As for the ability to use English, as long as you have the desire to learn it, you will be fine.</p> <p>2. About the person image</p> <ul style="list-style-type: none"> • People who are good at communicating with people • A cooperative person *A flexible person • People who can take spontaneous actions • People who can work with a desire to grow and improve themselves
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3000K - JPY 5000K
Salary Description	<p>Annual income: 3.22 million to 5.04 million yen *Determined according to experience, skills, etc.</p> <p>¥230,000 to ¥360,000 per month (overtime paid separately) + bonus twice a year</p>
Holiday Description	<p>Holidays: Approximately 2 days off per week according to our on-site calendar, basically Saturdays, Sundays, and public holidays.</p> <p>*Depending on order status, work may be substituted on Saturdays, Sundays, and public holidays.</p> <p>Treatment/benefits: Full transportation expenses, health insurance, employee pension insurance, employment insurance, nursing care insurance (for those aged 40 to 65), paid vacation (paid after trial period), retirement allowance system, qualification allowance, qualifications Acquisition support system, family allowance (for applicable persons only)</p>
Job Contract Period	Full-time employment (3 months trial period)