

## 求人情報

エントリーレベル

ポジション名	Graduate Trainee Program - Facility Management
この求人情報の取扱い会社	マイケル・ページ・インターナショナル・ジャパン株式会社/Michael Page International Japan K.K.
企業名	会社名非公開
掲載開始・更新	2024-04-19 / 2024-04-19
職種	総務/人事 - 総務 資産/不動産資産/不動産 - 施設管理 金融/銀行/証券/投資 - プロパティマネジメント/不動産
業種	銀行・証券関連
勤務地	アジア 日本 東京都
仕事内容	<p>* This position is a graduate trainee program designed for recent graduates who have graduated within the past 12 months. * The trainee will be a part of the innovation team in facilities management, physical security, and infrastructure.</p> <p>Description</p> <ul style="list-style-type: none"><li>* Manage facilities and security services, overseeing contractors and maintenance.</li><li>* Ensure upkeep and safety of facilities and equipment through effective maintenance programs.</li><li>* Coordinate projects like renovations and re-locations while controlling costs.</li><li>* Enforce compliance with internal policies and external regulations.</li><li>* Provide support for disaster recovery and assist with additional responsibilities as needed.</li></ul> <p>Profile</p> <ul style="list-style-type: none"><li>* Recent graduates with not more than 1 year of professional work experience (excluding internships).</li><li>* Bachelor's in building, real estate (property management), facilities management, engineering or related field.</li><li>* Quick learner with strong integrity, client focus, and service orientation.</li><li>* Proactive, adaptable team player with excellent communication skills.</li><li>* Self-motivated to enhance operations through data analytic.</li><li>* Proficient in MS Office; knowledge of AutoCAD/BricsCAD is a plus.</li><li>* Fluent in English AND Japanese</li></ul> <p>Job Offer</p> <ul style="list-style-type: none"><li>* Chance to convert to a permanent employee after 18 months</li><li>* Social insurances, employee insurance</li><li>* Commuting fee covered</li><li>* Competitive salary package for new graduates</li></ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Renz Ishikawa at +81 3 6832 8600.</p>
企業について(社風など)	The client is a prominent European bank offering diverse financial services. It's a key player in Europe, providing retail and corporate banking, investment services, and asset management.
勤務時間	8:50 - 17:15
応募条件	Recent graduates with not more than 1 year of professional work experience (excluding internships). Bachelor's in building, real estate (property management), facilities management, engineering or related field. Quick learner with strong integrity, client focus, and service orientation. Proactive, adaptable team player with excellent communication skills. Self-motivated to enhance operations through data analytic. Proficient in MS Office; knowledge of AutoCAD/BricsCAD is a plus. Fluent in English AND Japanese
英語能力	流暢 (TOEIC 865点以上)
日本語能力	流暢 (日本語能力試験1級又はN1)
年収	日本・円 500万円 ~ 600万円

最寄り駅

Shinagawa