

## **Job Description**

### **Facility Manager (m/f/d) for the German School Tokyo Yokohama, Japan**

#### **The German School Tokyo Yokohama, Japan (DSTY)**

is a private school supported by the non-profit Deutsche Schule Tokyo Yokohama Foundation. We are a dynamic, quality-conscious, and future-oriented German international school in a Japanese setting with about 500 children and teenagers and 90 staff members. We offer an exciting work environment in a fascinating city and a system designed for intercultural encounters. To strengthen our DSTY family, we are looking for a Facility Manager, starting from summer 2024.

#### **Your Role:**

You will be responsible for the technical infrastructure and maintenance of the entire school building and grounds. You will coordinate and supervise maintenance and repair work done by external companies and our facility specialist whom you will guide.

Furthermore, you will act as a mediator and link between internal staff and local, Japanese building and maintenance companies. At the heart of these activities is the tracking, management, and implementation of our ongoing Life Cycle Costing program with our partner, one of the major General Construction Companies in Japan. Herein, you will work closely with the management team and be the main interface towards our construction partner and towards the administration and board of the DSTY.

To optimally master this exciting task, you will be supported and coached by us. An onboarding program awaits you on site, and experienced colleagues will thoroughly familiarize you with your tasks and be available for any questions.

### **Your Profile:**

You have completed vocational training or studies, preferably in a craft-related field, architecture, engineering, project management or have made a career within the building industry or had a role where you interfaced towards building or maintenance companies.

You are business proficient in the Japanese language (outward facing function) and can communicate in the English language both verbally and in writing (mainly to interface with the stakeholders of the German school; inward facing function).

More important than your professional background is your open-minded and committed personality. The DSTY values you as a competent, reliable team player who enjoys driving projects forward and implementing them successfully - with heart and mind.

### **Our Offer:**

A professional, pragmatic, and warm-hearted team with a lot of experience and a German atmosphere within the heart of Yokohama awaits you. To make the most of these opportunities, we provide you with all the support you need. On-site, you can expect structured on-the-job training and a broad, interesting, and diverse range of tasks.

### **Interested?**

Please send your application documents by email to [bewerbung@dsty.ac.jp](mailto:bewerbung@dsty.ac.jp). We are looking forward to meeting you!