

Company Profile



Matsuhira
Associates

Company

Company Name	Matsuhira Associates Co., Ltd
Established	September 3, 2018
Chief Executive Officer	Norio Iwasaki
President	Naoto Ishii
Board of Director	Masako Ozawa/Hayato Shinomiya
Capital	2,000,000 yen
Licence etc	Antique Dealer No. 301022007866 Kandahoujinkai Corporate Tax Payers'Associations No.020-066184 Construction Management Association of Japan No.191-3383
Address	Otemachi Hoei Building 8th Floor, 1-13 Kanda Nishikicho Chiyoda-ku, Tokyo 101-0054, Japan

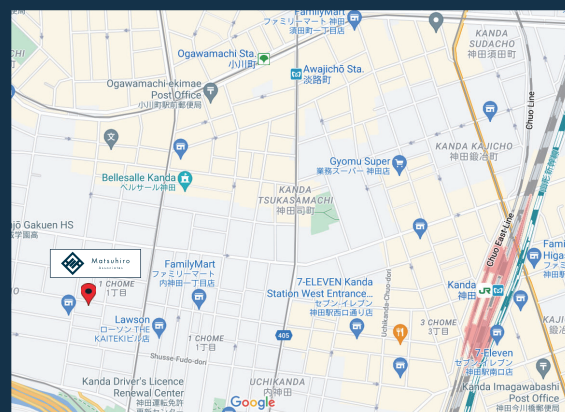
Transactions

Business Partner	Commissioned Work	Details
Asset Management Company	Project management for head office relocation	Budget management, schedule management, design specification coordination, building equipment design supervision, relocation arrangements, construction orders
Major Foreign Medical Device Manufacturer	Project management for head office relocation	Budget management, schedule management, design specification coordination, schedule coordination
Major Telecommunications Company	Special floor project for president and executives due to head office relocation	Budget management, coordination of building equipment design specifications, IT/AV design supervision, relocation arrangements
Large Foreign IT Company	PM support and facility design for office construction	Equipment design specification coordination, design supervision, schedule coordination
Major Apparel Company	Project management for the expansion of the headquarters office	Budget management, design specification coordination, bid management, construction company selection, schedule management
Large Foreign Investment Financial Company	Facility management for general affairs division	ID card management, meeting room arrangement, office supplies management, event support, vendor support
Major Foreign Pharmaceutical Company	Project support for general affairs division	Propose new delivery service and support its operation, and respond to global reports

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Access

Ogawamachi Station Exit B7 – Toei Shinjuku Line
Otemachi Station Exit C2b – Hanzomon Line
Kanda Station West Exit – JR Chuo Line, Yamanote Line, Keihin Tohoku Line
Jimbocho Station Exit A9 – Hanzomon Line, Toei Mita Line, Toei Shinjuku Line
Takebashi Station Exit B3 – Tozai Line



Services

We work closely with our clients to support all aspects of management, such as office management and HR system management, in order to maximize the potential of people, workplace, and work environment.

In addition to supporting strategic plan, we also communicate closely with employees who support the workplace, build relationship and lead the project until the new system runs smoothly.

▪ Project Management

From office selection, relocation and layout changes and more, Matsuhira Associates will consistently support your goal and lead your project to success. We will set up plans and manage budget, schedules and progress to achieve your goals. Working proactively and aligning with other related partners will lead your office project to success. Communication is very important to realize the ideal.

We can handle not only large-scale relocations, but also the layout and facilities of small conference rooms. Just tell us what kind of place you want to work and what kind of dream you want to realize.

We will help you make your dream comes true.

▪ Facility Management

We provide facility management that our clients can work comfortably, we plan, manage and operate. Our team members are available to be stationed in your company to fit your needs for day-to-day operations of your office, improving efficiency of administrative operations and proposing cost improvement. We support that all employees can do their best performance in a comfortable environment, and corporate executives can expand their business smoothly.

▪ HR Service

Do you have any concerns regarding HR Services like below?

Would you like your HR staff have more specialized in strategic and policy development?

Would you like to introduce a “human resource system,” which has become a hot topic in the market to improve your company’ s HR operations, but staffs are already exhausted due to the daily working?

We will select the best HR system that suit your company and set up the system on behalf.

We will support your HR staff and employees until the new system is firmly established.

Please feel free to contact us.