



IT Infrastructure Project Manager

Projects: Office/DC fit-out, moves, etc.

Job Information

Hiring Company

EIRE Systems K.K.

Subsidiary

EIRE Systems K.K. / エイラ システム 株式会社

Job ID

1456922

Division

Consulting Services - Project Management

Industry

IT Consulting

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Toei Mita Line, Mita Station

Salary

Negotiable, based on experience

Refreshed

March 24th, 2025 06:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Join our team of Technical Project Managers who provide a wide range of project-based solutions and services to a variety of

multinational corporations, helping them to expand or significantly change their technology footprint in Japan.

Our IT consulting and project management services have been a key component in the timely delivery of many complex and time-constrained IT infrastructure projects for corporate offices and data center projects. Each project is different, dependent upon the unique needs of our clients.

As a professional IT project management consultant, you'll enjoy a variety of challenging project assignments, varying in complexity.

Projects such as:

- New infrastructure technology set-ups and migrations, design and construction management of office networks and data center infrastructure.
- Implementing secure network and server -based solutions
- Network cabling and machine room design and construction, Wireless Networks, Network equipment installations (Single and multi-site deployments);
- On-premise and Cloud-based server set-ups and migrations, email and messaging technology implementations,
- Telephony, Audio Visual and Security Systems deployments,
- PC and mobile computing hardware refresh and deployment, software upgrades and migrations
- and plenty more!

Read more examples on the Case Studies section of our website - <https://www.eiresystems.com/case-studies-all/>

Language Skills (Required):

English & Japanese: Professional level proficiency

❖ **Applicants MUST be resident of Japan and be available to work full-time in Tokyo.**

Technical Project Manager – About the role:

Working both independently, and as part of a team of Technical Project Managers, IT Infrastructure specialists and IT Support Engineers, you'll be engaged in the following:

- Project management, project planning and execution management; vendor management
- Attending meetings with clients for defining requirements and to conduct site surveys
- Supporting design of various infrastructure solutions working closely with engineering teams, vendor and client-side subject matter experts.
- Coordinating quotation requirements, helping to define and prepare Bills of Materials, analyzing cost proposals from vendors and preparing and issuing analysis reports and recommendations.
- Issuing order forms for hardware/software procurement
- Holding status meetings with cabling and hardware vendors, technical project teams and business side project stakeholders.
- Communicating and coordinating with client end-users, technical project teams and vendors to ensure smooth delivery of projects, on time.
- Proposing solutions for outstanding issues and risk mitigation.
- Supervising construction activities on-site and preparing status reports
- Organizing required project documents, work permits, site access request forms, etc.
- Efficiently manage and maintain network and layout documentation, using various tools such as MS Excel, MS Visio, AutoCAD, or other similar software tools.

Required Skills

Skills and Qualifications:

- Demonstrable Project Management and Coordination skills and knowledge of methodical approaches to project management.
- Relevant Industry certifications such as PMP or Prince2, are desirable but not a pre-requisite.
- Japanese language skills. At minimum, be able to communicate using Japanese for coordinating and instructing local Japanese technology service providers.
- A track-record of successfully building and supporting a variety of networking, server and end-user computing solutions for mid- and large-scale companies.
- Ability to read and understand network topology diagrams and architectural and electrical drawings.
- Advanced analytical, critical thinking and problem-solving skills.
- Strong inter-personal communication skills; professional in interactions with clients and assertive and persuasive within project team structures.
- Excellent time management skills
- Proficiency in using Microsoft Excel, Visio, AutoCAD and MS Project
- Academic background in Information Technology or related technical/engineering discipline

Language Skills (Required):

English & Japanese: Professional level proficiency

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