

【Global Security Systems】 Project Manager

Global Security Technology

Job Information

Hiring Company
Avtel Limited

Job ID
1508261

Industry
System Integration

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, Chuo-ku

Train Description
Hibiya Line, Hatchobori Station

Salary
Negotiable, based on experience

Refreshed
October 28th, 2026 13:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

As a Project Manager at AVTEL, you will be responsible for overseeing all aspects of integrated security projects, from initiation through to completion. Your role will involve managing project timelines, budgets, scope, and quality, while maintaining strong relationships with customers and ensuring project success. You will be expected to apply project management principles to drive efficiency and deliver results within established constraints.

Key Responsibilities

Lead Project Lifecycle Management

- Lead projects through all phases (planning, execution, monitoring, control, and closure) using AVTEL's project management frameworks.
- Define and track project timelines, ensuring deliverables are met on time.

Manage Cost & Resource Management

- Monitor project costs and resolve any financial disputes, ensuring projects remain within budget.
- Plan and manage direct and indirect onsite resources to ensure optimal project delivery.
- Prepare monthly cost forecasts, ensuring that revenue and gross margin targets are met.

Manage Customer & Stakeholders

- Build and maintain strong relationships with customers and contractors to ensure ongoing project success and client satisfaction.
- Communicate project risks to both internal and external stakeholders and develop mitigation and contingency plans.

Address Risk & Issue Management

- Identify and address project risks proactively, developing strategies to mitigate potential issues.
- Lead the resolution of any conflicts or challenges that arise during the project lifecycle.

Mentor & Develop Project Team

- Coach and guide project coordinators, providing support and direction for tasks and responsibilities.
- Ensure that occupational health and safety standards are met, including compliance with subcontractor liabilities.

Drive Continuous Improvement Through Collaboration

- Identify opportunities for operational improvements and contribute to initiatives aimed at enhancing project delivery and organizational effectiveness.

Demonstrate Professionalism & Accuracy

- Demonstrate high standards of professionalism, ethics, and accuracy while delivering projects within tight deadlines and under pressure.

Required Skills

Experience

- Proven experience (4-6 years) in project management, preferably in the electronic security industry or a technical environment.
- In-depth knowledge of electronic security systems and system design, particularly in access control and CCTV systems for data centres.

Certifications & Qualifications

- Certification in Lennel access control or a similar security system.
- Currently pursuing or completed a project management certification (e.g., PMI) or equivalent industry certification.

Skills & Attributes

- Strong interpersonal and communication skills, with the ability to engage with diverse audiences across all levels.
- Excellent problem-solving and analytical skills, with a proactive approach to overcoming challenges.
- High organizational skills, with the ability to manage multiple tasks and deliverables simultaneously.
- Commercial awareness, with a sound understanding of financial analysis, cost management, and project profitability.
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook) and Microsoft Project; solid programming skills are a plus.
- Resilient with a growth mindset and a keen eye for detail in delivering high-quality results.

Company Description