



Project Manager/プロジェクトマネージャー

Manager position

Job Information

Recruiter

Ahead Japan

Hiring Company

Property and Real Estate

Job ID

1529422

Industry

Other (Real Estate, Construction)

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 10 million yen

Refreshed

May 13th, 2025 01:00

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

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Manage FF&E procurement and renovation projects including project planning, budgeting, design, procurement and tendering, renovation and project close out
- Carry out detailed checking / make comments on construction documents such as drawings, specifications, contracts etc.
- Lead, manage and coordinate with other teams, stakeholders, consultants, contractors and suppliers throughout the project
- Manage and monitor project works to ensure they are up to project progress, cost, and quality, including delivery of forward purchase properties working closely with local developer partners
- Provide extensive support to pre-opening property operation team and Senior Team on project delivery and handover

- Preparing progress & costs reports, proposals and other business development activities
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Required Skills

- Native Japanese speaker with good working knowledge of English to a reasonable level of proficiency
 - Degree holder in Architecture/Interior Design/ Building/ Civil Engineering/Construction Management (or equivalent)
 - Over 5 years relevant working experience in project management, preferably in residential/ service apartment/ hotel projects with consultancy or developer
 - Experience in refurbishment, interior fit out, procurement etc
 - Familiar with local building code and regulations
 - Responsible, self-motivated, detail oriented and able to work under pressure, to tight schedule and meet deadlines
 - Strong in communication, organization, time management, inter-personal skills. Able to multi-task, meet deadlines, be proactive and able to work in a team environment.
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Company Description