



## Project Coordinator (IT / Data Center Infra projects)

**Projects for a big-5 Global Tech Giant!**

### 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**

1533677

**Division**

Consulting Services - Project Management

**Industry**

Internet, Web Services

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Contract

**Location**

Chiba Prefecture, Inzai-shi

**Train Description**

Keisei Line, Chiba New town chuo Station

**Salary**

6 million yen ~ 9 million yen

**Refreshed**

June 12th, 2025 16:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

EIRE Systems is a leading provider of IT solutions and Project Management consulting services. We're presently seeking to

hire a **Project Coordinator** to support the IT and telecoms infrastructure components of some major data center construction, expansion and 'Day 2' change projects.

#### Role Overview:

The **Project Coordinator** will be part of a team of project managers and support project coordination, document controls, preparing status reports, processing invoices, tracking budgets and expenditure, liaising with vendors, coordinating schedules, drafting SOWs and work orders, processing vendor security access paperwork, managing contracts with suppliers and subcontractors, etc.

#### Key Responsibilities:

- **Documentation:** Organize contracts, drafting Statements of Work (SOWs), work orders, project schedules, change management requests/approvals, and other key documents.
- **Coordination & Scheduling:** Support project timelines, track milestones, and ensure deadlines are met.
- **Vendor Liaison:** Manage vendor communications, security access paperwork, and deliveries.
- **Contracts & Procurement:** Assist in managing contracts with suppliers and subcontractors.
- **Reporting:** Prepare and submit regular project status updates for stakeholders.
- **Financial Tracking:** Process invoices and track project expenditures to maintain budget alignment. Assist in the preparation of budget reports and financial summaries.
- **Compliance:** Ensure adherence to regulatory and quality standards.

#### Location Environment:

- Work onsite at our client's Data Center facilities in Inzai, Chiba Prefecture, supporting various infrastructure fit-outs, expansions, new construction and major change projects.

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### Required Skills

#### Required Language Skills:

- **English:** Fluent/Native-level proficiency - ability to work with and produce professional level documentation and reports for global project stakeholders.
- **Japanese:** Business level proficiency - ability to communicate effectively with vendors and other external project stakeholders using Japanese.

#### Required Qualifications:

- Bachelor's degree in IT, Project Management, or related field (or equivalent experience).
- 3+ years of project administration / project management support experience, ideally in IT, telecoms, infrastructure or construction.
- Knowledge of procurement, contracts, and vendor management.
- Proficiency using standard office apps, document management and project management software tools.
- Strong organizational, communication, and multitasking skills.
- Ability to work in a fast-paced environment with tight deadlines.

#### Nice-to-Haves:

- Knowledge of data center operations and IT infrastructure.
- Experience with data center construction or IT infrastructure projects.
- Project management related qualifications (e.g. CAPM, PMP, Prince2 or similar).

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### Company Description