

BURBERRY

Architecture Assistant Manager

Job Information

Hiring Company[Burberry Japan K.K.](#)**Job ID**

1539358

Industry

Retail

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

09:30-18:00

Refreshed

January 27th, 2026 12:01

General Requirements

Minimum Experience Level

Over 1 year

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

At Burberry, we believe creativity opens spaces. Our purpose is to unlock the power of imagination to push boundaries and open new possibilities for our people, our customers and our communities. This is the core belief that has guided Burberry since it was founded in 1856 and is central to how we operate as a company today.

We aim to provide an environment for creative minds from different backgrounds to thrive, bringing a wide range of skills and experiences to everything we do. As a purposeful, values-driven brand, we are committed to being a force for good in the world as well, creating the next generation of sustainable luxury for customers, driving industry change and championing our communities.

Job Purpose:

To strategically lead a team and direct all architectural planning and workplace design initiatives for Burberry's retail and corporate environments across Japan. Function as the major contact point between global design standards and regional execution, ensuring all spatial solutions uphold brand excellence while achieving operational and financial objectives.

Key Responsibilities:

- Oversee comprehensive site surveys with external architects to develop complete project initiation packages in collaboration with regional business development leadership and retail head in the region.
- Collaborate with design consultancy and regional stakeholders to synthesize business requirements, site parameters, department stores/landlord specifications into comprehensive concept design packages.
- Develop, maintain, and communicate project schedules and documentation to track progress against established project timelines
- Full accountability for end-to-end project delivery, including oversight of general contractor and specialty trade performance
- Maintain the Global Project Planner with periodically updates in compliance with corporate agreed formatting rules
- Full project lifecycle budget management from initial CAPEX planning through final cost reconciliation
- Conduct regular on-site and off-site inspections to verify compliance with approved designs, schedules, and quality in Burberry Architecture Standards throughout all project phases
- Chair bi-lingual progress meetings and distribute formal minutes with action items and decisions
- Participate in value engineering and cost optimization strategies

Required Skills

- 1 years in luxury retail store planning & project execution
- Advanced proficiency in AutoCAD, MS, Adobe Creative Suite
- LEED GA, AP qualification is an extra plus
- Expertise in architectural drawing coordination, construction schedule development and analysis using MS Project, including end-to-end schedule management.

Company Description