

Delairco

Automatic Weather Stations and Sensors

Project Coordinator – Wind Resource Assessment

Renewable Energy

Job Information

Hiring Company[Delairco Japan](#)**Job ID**

1543817

Industry

Other (Manufacturing)

Company Type

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

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Chuo Line Local (Mitaka-Ochanomizu), Ochanomizu Station

Salary

3.5 million yen ~ 5 million yen

Salary Bonuses

Bonuses included in indicated salary.

Work Hours

9:30 to 6:30 (flexible hours are possible)

Refreshed

June 9th, 2025 10:22

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

We're seeking a multi-talented professional to support our wind resource assessment services across three key areas: **sales**

support, marketing coordination, and project delivery. In this role, you'll engage with prospective clients, assist in managing marketing campaigns and events, and coordinate the execution of wind measurement campaigns (met masts, LiDARs). This is an exciting opportunity to play a pivotal role in a fast-growing renewable energy business.

Sales Support (≈ 30 %)

- * Assist in qualifying leads and preparing tailored technical proposals aligned with IEC 61400-12-1.
- * Develop budget inputs and commercial content in collaboration with technical and commercial teams.
- * Maintain CRM data accuracy and provide weekly sales reporting.
- * Assist in preparing commercial agreements, NDAs, and POs.
- * Support market research and competitive intelligence efforts.

Project Coordination (≈ 40 %)

- * Support planning and execution of wind measurement projects from start to finish.
- * Track and update project timelines, budgets, and deliverables.
- * Schedule and support internal/external project meetings, document follow-ups and action items.
- * Assist with permitting, logistics, and subcontractor coordination for site deployments.
- * Monitor data quality and documentation, including sensor calibration and QA/QC reports.
- Inventory Control

Marketing Coordination (≈ 30 %)

- * Coordinate and execute marketing campaigns (email, digital, webinars) with internal and external partners.
- * Maintain content calendar and assist in developing social media, blog, and newsletter content.
- * Coordinate logistics for trade shows, conferences, and client events.
- * Monitor and report on marketing KPIs using platforms like Google Analytics or HubSpot.
- * Collaborate on the creation of brochures, case studies, and technical content.

Required Skills

- **Experience (preferred):**
 - 2–4 years in a coordination or support role
 - Experience with marketing tools.
 - Familiarity with project workflows.
 - Inventory management and Purchasing
 - Wind or Renewable Energy industry experience
- **Technical & Marketing Skills:**
 - Basic understanding of wind resource assessment tools and concepts. (**Preferred**)
 - Proficient in Microsoft Office, CRM platforms, and marketing tools. (**Required**)
 - Comfortable creating and editing marketing content with attention to detail and branding.
- **Soft Skills:**
 - Strong communicator with exceptional organizational and time-management skills.
 - Creative thinker with an interest in clean energy.
 - Team player who can manage multiple workstreams across sales, marketing, and operations.
 - Proven multitasker and self-starter
- **Other Requirements:**
 - Willingness to travel occasionally (site visits, events, trade shows).

Company Description