



## Facilities Construction and Renovation Lead Exclusive job

英語が活かせる仕事！海外のような職場（米国大学の日本校）環境！

### Job Information

#### Hiring Company

Temple University, Japan Campus

#### Job ID

1553119

#### Division

Facilities & General Affairs

#### Industry

Education

#### 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, Setagaya-ku

#### Train Description

Tokyu Denentoshi Line, Sangenjaya Station

#### Salary

5.5 million yen ~ Negotiable, based on experience

#### Salary Bonuses

Bonuses paid on top of indicated salary.

#### Work Hours

Main office hours: 9:00 to 17:30, Monday to Friday. 37.5 hours

#### Holidays

土日祝及び、大学カレンダーに準ずる、年間休日数（125日）

#### Refreshed

August 29th, 2025 03:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level (Amount Used: English usage about 75%)

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

**Visa Status**

No permission to work in Japan required

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**Job Description****Position**

Facilities Construction and Renovation Lead

**Department**

Facilities and General Affairs

**Position Type**

Full-time

**Location**

Tokyo (Sangen-jaya station): hybrid-remote flexibility after initial training period available.

**Report to**

Facilities Manager

**Work Hours**

37.5 Hours Per Week (9:00 to 17:30, Monday to Friday)

(Some work on late nights, Saturday and Sunday may be required. Compensatory time off provided.)

**Visa Requirement**

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

**Salary & benefits**

Salary commensurate with experience.

Eleven (11) days paid vacation in the first year, increasing to 20 days after 6 years of employment, plus 5 paid “personal and sick days” each year. In addition, approximately two weeks company-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a welfare-discount program membership, retirement payment system, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

**Overview of position**

Temple University, Japan Campus (TUJ) is growing rapidly, and we are seeking Facilities Construction and Renovation Lead to maintain, develop and expand our current facilities.

**Primary responsibilities****Facilities and General Affairs**

- Overall management of TUJ construction and renovation projects (Kyoto and Tokyo)
- Manage campus and other facilities’ long-term maintenance plans
- Develop and maintain good relationships with construction companies, and the building owners of campuses
- Ensure construction projects are completed on time and within budget.
- Other responsibilities as assigned by the Facilities Manager

**Application Process**

Review of applications will begin immediately. Desired start date is late September 2025.

Please apply from below link.

<https://tuj.bamboohr.com/careers/45?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

- (a) cover letter,
- (b) resume or c.v.,
- (c) contact information for two references.

Only those applicants who make it past the initial review will be contacted.

Temple University, Japan Campus is committed to equal employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall have full and equal consideration for employment. The university does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. Candidates who can contribute to the institution's goals are strongly encouraged to apply.

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## Required Skills

### Qualifications and Experience

- At least 3 to 10 years of experience in construction project management
- Fluent in both English (business level) and Japanese (native-level)
- Budget management experience
- Strong computer skills: Excel (skills on Pivot Table and VLOOKUP preferred), Word, and PowerPoint
- Excellent verbal and written communication skills in both English and Japanese
- Demonstrated problem solving skills
- Creative, team player and self-motivated
- Professional appearance and attitude

### Preferred Qualifications and Experience

- Experience in the real estate industry
  - Skills on AutoCAD and Visio
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## Company Description