EIRE
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# IT Infrastructure Project Manager

**Projects: Office/DC fit-out, moves, etc.**

## 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**
1557819

**Division**
Consulting Services - Project Management

**Industry**
IT Consulting

**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, Minato-ku

**Train Description**
Toei Mita Line, Mita Station

**Salary**
9 million yen ~ 12 million yen

**Refreshed**
October 27th, 2026 04:00

## General Requirements

**Minimum Experience Level**
Over 3 years

**Career Level**
Mid Career

**Minimum English Level**
Business Level

**Minimum Japanese Level**
Daily Conversation Level

**Minimum Education Level**
Bachelor's Degree

**Visa Status**
Permission to work in Japan required

## Job Description

Accelerate your career by working on high-profile IT infrastructure projects with global clients, gaining hands-on experience

and mentorship to grow into a full Project Manager role.

Join the EIRE Systems team of Technical Project Managers delivering project-based IT infrastructure solutions for multinational corporations in Japan.

As an **IT Infrastructure Project Manager,** you'll lead end-to-end delivery of complex physical IT infrastructure projects for our clients, including costing, planning and coordination of new fit-outs, relocations and restacks of technology and people, within new and existing buildings.

**Key Responsibilities:**

- Manage client IT project streams end-to-end, overseeing requirements definition and scope, budget, schedule, vendors, stakeholder meetings, and progress reporting to ensure successful delivery.
- Lead and coordinate IT infrastructure design decisions—including equipment spaces, IT-related construction works, cabling, network, and telecom systems—working with vendors, reviewing layouts, and preparing CAD drawings (supported by EIRE's in-house CAD team), to meet client standards.
- Manage the tender process by preparing and issuing RFPs, evaluating proposals, negotiating contracts, and recommending and appointing vendors with client approval.
- Coordinate procurement, installation, testing, and commissioning of IT infrastructure and peripherals—including structured cabling, equipment racks, networks, servers, PBX/telephony, AV, physical access/security systems, and office equipment—ensuring compliance with client requirements.
- Oversee client IT systems relocation, including strategy, vendor coordination, cable patching, service migration, reconnection, and full testing to ensure smooth operation.
- Manage project closeout, including defect resolution, completion certificates, documentation, training, post-relocation support, and client sign-off.

**Language Skills (Required):**

- English: Fluent/Professional level proficiency
- Japanese: Upper-intermediate level proficiency or higher – for effective coordination of local service providers.

**Qualifications:**

- Proven experience in IT Infrastructure Project Management, ideally in office relocation or build-out projects.
- Technical background and ideally hands-on experience and knowledge of IT infrastructure: structured cabling, networks, servers, voice systems, AV, and physical security systems.
- Excellent stakeholder and vendor management skills.
- Familiarity with CAD drawings and technical design coordination a plus.
- PMP/Prince2 or similar certification desirable but not required.

**❇ Applicants MUST be a resident of Japan and be available to work full-time in Tokyo.**

## Required Skills

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