



## 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

May 26th, 2026 03:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Daily Conversation

#### 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.**

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