



Property/Project Manager (Minpaku Specialist)

Job Information

Hiring Company

inthehood, LLC

Job ID

1557913

Industry

Property Developer, House-builder

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

Negotiable, based on experience

Refreshed

October 15th, 2025 00:00

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

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

ABOUT DASH LIVING

Dash Living is Asia Pacific's leading manager & operator of living sector assets in Hong Kong, Singapore, Japan and Australia. In 2025, Dash Living was acquired by Rava Partners, the real estate private equity arm under Hillhouse, further strengthening its growth trajectory and regional expansion plans.

With more than 2,000 rooms currently in our portfolio, Dash creates a global accommodation community through sharing economies, tech, and unique member experiences, empowering living in a connected world. Dash Living manages assets on behalf of renowned real estate investment managers such as BlackRock, Greystar, Schroders, PGIM Real Estate, Hines, and more.

WHAT YOU'LL DO

- Lead the technical due diligence, including feasibility studies on minpaku application, hotel conversions and fire safety related matters for pipelines in the Japan market.
- Manage vendors and partners (such architects, legal scrivener, government officials) to complete the TDD or other compliance works
- Obtain quotations, manage contractors and follow through the entire process of work needed such as rectification work and additional equipment installations from the TDD and Minpaku/hotel conversion process.
- Follow through the entire capex process and subsequent compliance related matters.
- Acquire sufficient knowledge and provide consultation to internal stakeholders on matters related to TDD, minpaku application, hotel conversation, fire safety and other compliances related matters related to Japan multifamily properties.
- Obtain up-to-date information on both implemented and potential changes in Minpaku and Hotel related regulatory changes. Assess implications to the firm's existing business and future deal screening processes.
- Manage a pool of vendors and partners to meet the firm's growth plans and resolve potential bottle-necks.
- Ad hoc projects assigned by the management.

Required Skills**REQUIRED SKILLS AND QUALIFICATIONS**

- Native Japanese; Business English preferred
- Experiences of leading and overseeing projects, ensuring they are completed on time and within budget
- Collaboration with architects to develop and implement construction plans
- 3 + years of construction and/or architecture experiences with strong leadership
- Strong multitasking and communication skills
- Architecture related certification is a bonus
- Entrepreneurial mindset and flexible in a startup-like or rapidly changing environment

PREFERRED SKILLS AND QUALIFICATIONS

- Familiarity with Japanese Minpaku laws and regulations
- 3 + years of project management experiences, ideally in hospitality, property management, or real estate industry
- Experience navigating Japanese regulatory and bureaucratic processes (e.g., Minpaku license registration, fire department inspections)
- Familiarity with construction, renovation, or furnishing logistics is beneficial
- Experience working in a multicultural or bilingual environment
- Strong interpersonal skills and customer-first mindset

WHAT WE OFFER

- A dynamic startup environment with clear career progression
- Experience in working with overseas teams
- Great platform to perform and learn for the best
- Share office environment with flexible working locations
- Bottomless artisanal coffee, tea and beer!

Company Description