



## Property/Project Manager (Minpaku Specialist)

### Job Information

**Hiring Company**

inthehood, LLC

**Job ID**

1557915

**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 1st, 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**