



## Site Coordinator +Project Management Support (IT/Facilities)

**Projects for a big-5 Global Tech Giant!**

### 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**

1559615

**Division**

Consulting Services - Project Management

**Industry**

Other (Real Estate, Construction)

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Contract

**Location**

Chiba Prefecture, Inzai-shi

**Train Description**

Keisei Line, Chiba New town chuo Station

**Salary**

7 million yen ~ 9 million yen

**Refreshed**

September 26th, 2025 14:20

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

EIRE Systems is a leading provider of IT solutions and Project Management consulting services. We're presently seeking to

hire a bilingual **Site Coordinator & Projects Management Support** professional to assist the IT and telecoms infrastructure components of some major data center construction, expansions, retrofits, equipment upgrades and various other IT/Facilities change projects.

**Role Overview:**

The **Site Coordinator** will work with a team of project managers to support on-site project activities for installation of IT/Telecommunications equipment, low voltage cabling, and Security systems.

**Key Responsibilities:**

- Communicating and coordinating with product and construction vendors, building/facilities management and various other client-side IT groups, to define design and installation requirements and schedules
- Supervising installation activities on-site and monitoring work for quality assurance and compliance with health & safety regulations.
- Processing vendor security access, work permits, compliance documentation, and other related paperwork
- Reporting on project status, ensuring internal project and operations systems are updated in a timely manner.
- Assist with collecting, compiling, and analyzing quotations and vendor cost proposals.

**Location Environment:**

Work onsite at our client's Data Center facilities in Inzai, Chiba Prefecture, supporting various infrastructure fit-outs, expansions, new construction and major change projects.

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**Required Skills****Required Language Skills:**

- Japanese: Fluent / Native-level proficiency.
- English: Business level proficiency - ability to communicate with global teams verbally and to prepare reports for global project stakeholders.

**Required Qualifications:**

- Experience working in the IT/telecoms, data cabling and/or IT facilities industries.
- Technical knowledge of cabling infrastructure design and construction standards.
- Basic ability to read and understand architectural and electrical drawings.
- Proficiency in using standard office apps, spreadsheets, document management systems, and project management software tools.
- Be self-organized, with very good personal time-management and multi-tasking skills.
- Ability to work in a fast-paced environment with tight deadlines.

**Nice-to-Haves:**

- Knowledge of enterprise data center operations.
- Experience with data center construction or IT infrastructure projects.
- Project management related qualifications (e.g. CAPM, PMP, Prince2 or similar).

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**Company Description**