



Manager, EPC Project Management (Onshore Wind)

再生可能エネルギー発電事業/Wind/Contract & Cost管理

Job Information

Recruiter

Sheffield Green K.K.

Hiring Company

再生可能エネルギー発電事業

Job ID

1559994

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 11 million yen

Refreshed

September 30th, 2025 12:08

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Basic

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Contract Management

- ・ Understand contract structure of the projects and scope of responsibilities.
- ・ Implement strategical consideration in TSA, LTSA, BoP contract, and so on when dealing with relevant stakeholder.
- ・ Manage contract complexity aligning with the legal team to guide its stakeholders towards our needs.
- ・ Input / update the project information inputting in our management system.
- ・ Issue certificates, reports, NTP and so on that are required (or common sense) as per contract.

Schedule Management

- Create a detailed work schedule plan which identifies activities needed to successfully be completed to reach project success.
- Follow up of progress of the works and comparison with the planned schedule.
- Avoiding any impact to the schedule aligning with the internal stakeholders and/or external stakeholders.

Cost Management

- Prepare estimation of costs and benefit according to the project schedule.
- Make RFQ collaborating with the Technical Service team.
- Define and follow up incomes and expenses (Cash Flow) expected for the project.
- Work closely with Legal department and Finance department to check contents of contract are in line with CF (Cash Flow) expectation and relative regulations.
- Monitor expenses and compare with expected CF (Cash Flow).
- Monitor CF (Cash Flow) projections and report actual cash flow and variance.
- Prepare financial reports together with investment, financial and commercial department.
- Evaluation of economic results (final Cash Flow and deviations compared with expected).

Risk (and opportunity) Management

- Sort out all the risks foreseen associated with cost, occurrence probability, and implement its countermeasure to eliminate (or reduce) such risk.
- List up all the opportunities foreseen associated with amount and achievement conditions.

Technical Management

- Arrange a periodical meeting inviting technical service and 3rd parties to align.
- Ensure that the actual construction fulfills all the requirements stipulated in Construction plan.
- Lead Technical due diligence aligning with the Investment / technical service team for lender submission.
- Support the technical service team and procurement on Class NK related documents

Communication Management

- Define protocols of communication (reports templates, communication system and organization chart, etc.) with subcontractor and/or customer.
- Lead the weekly and monthly meetings with all the subcontractors on site.
- Lead the weekly meeting inviting the project team.

Stakeholder Management

- Follow up daily works activities and prepare required reports together with contractor and site people.
- Write reports on the project for senior management.
- Manage any conflicts happened.

Quality Management

- Establish quality minimum requirements together with Quality Department to ensure that project meets the initial plan.

Others (but not limited to)

- Ensure that project completion is done on time, within budget and required quality level.
- Raise CTR (Commercial Task Request) in the system collaborating with Commercial.
- Implement all the NDAs with all supplies in relation to EPC Wind.

- Support General Manager and/or Project Manager to work on area other than the above when requested.
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Required Skills

- Bachelor's degree
 - 2-5 years' work experience in renewable energy project management
 - Deep understanding of Project Management (Preferable to hold a certification as Project Management Professional or IPMA Level C or above)
 - Wind and EPC understanding and its management
 - Deep understanding of Project Management (Preferable to hold a certification as Project Management Professional or IPMA Level C or above)
 - Fluent (including writing and listening) in English and Japanese is a nice-to-have
 - Political negotiation skill
 - Capability to manage multiple projects and priorities
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Company Description