



Data Center Facility Coordinator

Data Centers, Domestic Travel, Projects

Job Information

Hiring Company

[EIRE Systems K.K.](#)

Job ID

1562644

Industry

IT Consulting

Job Type

Contract

Location

Tokyo - 23 Wards, Minato-ku

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2026 17:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

EIRE Systems is seeking a **bilingual Data Center Facility Coordinator** to support the management and operations of our client's data center facilities across multiple sites in Tokyo. This position plays a key role in ensuring optimal performance, reliability, and scalability of data center infrastructure through hands-on coordination with service providers, contractors, and internal stakeholders.

Primary Roles & Responsibilities

- Manage data center service contracts and vendor relationships (DC service providers, telco installers, DCIM suppliers, etc.)
- Maintain electrical design documentation and structured cabling plans for all contracted machine rooms
- Oversee cost management of data centers, including invoice handling and executive-level reporting
- Coordinate change management for data center facilities (mechanical, electrical, and telecommunication systems)
- Manage capacity planning—particularly power and cooling—in collaboration with service providers
- Support physical security and access control processes (mainly reporting and compliance)
- Serve as a project coordinator/account manager, managing facility-related projects and initiatives

Required Skills

Requirements

- **Native-level Japanese** and strong **English writing** skills (for document translation and communication)
- Strong experience in data center operations (beyond rack-level support; exposure to facility-level systems)
- Proven involvement in ICT infrastructure projects such as new data center builds, migrations, or expansions
- Basic understanding of telecommunication and enterprise network infrastructure
- Training or hands-on experience in structured cabling (Panduit, Siemon, Commscope, etc.) is a big plus
- Certification or formal education in electrical engineering is highly advantageous

Preferred Qualifications

- CDFOM or equivalent certification in data center facility operations
- RCDD or other BICSI certifications related to data center infrastructure
- Electrical engineering certification or coursework
- Familiarity with ITIL-based change management processes
- Structured cabling training certifications (Panduit, Siemon, Commscope, etc.)

Company Description