



Environmental EIA Coordinator

JERA Nex bp Japan合同会社での募集です。 事業企画・事業開発の...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

JERA Nex bp Japan合同会社

Job ID

1577014

Industry

Petrochemical, Energy

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 10 million yen

Holidays

【有給休暇】有給休暇は入社時から付与されます 入社7ヶ月目には最低10日以上 ※普通休暇は毎年度（4月1日から翌年3月31日）

Refreshed

February 5th, 2026 17:06

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2356163】

About JERA Nex bp :

JERA Nex bp is a strategic joint venture between JERA and bp focused on offshore wind and renewable energy development globally. As we continue to grow and establish world class digital and operational capabilities we are seeking a dedicated Environmental EIA Manager to lead our Katagami project's EIA operations in Akita.

Role Purpose :

Support the EIA workstream as a hands on practitioner primarily responsible for surveys document preparation and coordination tasks under the direction of the Environmental EIA Lead .

Over time the role is expected to develop into an independent sub lead position in a specific discipline (e.g. seabirds fisheries or social impacts) .

Key Responsibilities :

1. Surveys and Data Management

- Organize and perform quality checks on reports and datasets received from survey consultants (environmental fisheries and social impacts) ensuring consistency formatting and data integrity.
- Visualize and summarize survey results using GIS Excel and other tools for internal and external materials.
- Prepare and maintain internal FAQs and Q A materials related to environmental impacts fisheries and local co existence.

2. Support for EIA Documentation

- Support drafting and editing of EIA documents including Scoping Reports Draft EIA Reports and Final EIA Reports (primarily in Japanese with selected extracts in English as required) .
- Draft submission materials for authorities presentation and handout materials for public and fisheries briefings including figures and tables.
- Compile progress reports risk registers and summary materials for the Project Director and Environmental EIA Lead.

3. Secretariat Function for Stakeholder Coordination

- Support coordination with three municipalities on the scope and methods of public notification (e.g. leaflets) under the direction of the Environmental EIA Lead.
- Support advance briefings with local community representatives within the notification areas (e.g. neighborhood association heads across the three municipalities) and coordinate cooperation for leaflet distribution.
- Support outreach to sensitive facilities such as schools and hospitals (up to approximately 100 facilities across the three municipalities) including preparation of materials and attendance at explanations where required.
- Coordinate with relevant authorities and facility managers to support information display (e.g. leaflet posting) and explanations at key landscape and public locations such as roadside stations and scenic viewpoints.

4. Internal Interface Support

- Organize and reflect design change information from technical teams (e.g. layout changes cable route modifications) into EIA documentation.
- Coordinate with commercial and finance teams to and communicate how EIA conditions may impact CAPEX/OPEX and project schedules.
- Support information sharing with JNBP Global Permitting/EIA teams and assist in collecting best practices.

Required Skills

Qualifications Experience :

Essential :

- 2 - 5 years of relevant work experience in one or more of the following:
 - * Environmental consulting construction consulting
 - * Power generation companies
 - * Government agencies or local authorities (environmental or permitting related roles)
- Japanese : Business level proficiency (ability to independently draft administrative documents meeting minutes and briefing materials) .
- Strong document preparation skills using Word Excel and PowerPoint.
- Basic project management skills (task management deadline control stakeholder coordination)

Desirable :

- Willing to handle detailed document preparation and data organization with both accuracy and efficiency.
- Comfortable reading and understanding formal administrative and technical documents.
- Open to feedback from team members (senior staff technical and commercial teams) and motivated to continuously develop professional expertise.
- English : Business level proficiency (email and meeting communication with overseas sponsors EPC contractors and international lenders) .

Company Description

日本国内における洋上風力発電事業の開発、運営