



Project Coordinator (English/ Japanese) [Exclusive job](#)

Job Information

Hiring Company

[Avtel Limited](#)

Subsidiary

AVTEL Limited

Job ID

1582623

Division

Delivery/ Operations

Industry

System Integration

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Train Description

Keiyo Line, Hachoubori Station

Salary

Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

0900 - 1800

Refreshed

May 5th, 2026 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

About the Role

We are looking for a detail-oriented and proactive Project Coordinator to support our delivery team - including project managers, engineers, and at times, service technicians - through all phases of project delivery. From planning and initiation to execution and close-out, you will play a key role in ensuring projects run smoothly, stay on schedule, and meet client expectations.

As this role involves frequent communication with global customers and internal teams, fluency in both Japanese and English is essential. You will manage project documentation, maintain schedules, and facilitate communication between stakeholders. Your organizational skills, technical attitude, and collaborative approach will directly contribute to project success and client satisfaction.

Key Responsibilities

Project Coordination & Administration:

- Assist project managers and engineers with day-to-day coordination and administrative tasks.
- Develop and maintain project plans, schedules, and checklists for new and ongoing projects.
- Document and follow up on decisions and action items from stakeholder meetings.
- Compile, process, and manage project data (e.g., data entry, report generation, metrics collection).
- Ensure all project documentation is organized and maintained according to company standards.
- Monitor project progress, analyse risks and opportunities, and assist in managing project costs.
- Support with our operations team with other administrative tasks if required.

Client & Stakeholder Engagement:

- Act as a point of contact for project-related inquiries, providing timely updates and support to stakeholders.
- Respond to customer requests via email or phone with professionalism and accuracy.
- Forward invoices and work reports to clients and ensure timely follow-up
- Deliver excellent customer support to strengthen relationships and improve satisfaction.

Process Improvement & Collaboration:

- Contribute to the enhancement of project coordination processes and templates.
- Support the adoption and use of digital collaboration tools (Office 365, SharePoint, NetSuite).
- Maintain a well-structured file system and ensure consistency in documentation practices.

Work Arrangement

Office based

Required Skills

Who We Are Looking For

You are fluent in Japanese and English to effectively communicate with global customers and internal teams. You have proven experience in administration or project coordination, ideally within hardware, electronics, or technical solutions/services. You are highly organized, a strong communicator, and a problem solver with a proactive mindset.

You demonstrate strong Microsoft Office skills (Outlook, Project, Excel, Word, PowerPoint) and bring a solutions-focused approach to problem solving. You are resilient, detail-oriented, and thrive in a fast-paced environment with a growth mindset.

Ideal Profile

- Fluent in Japanese and English.
- 4 to 5 years of experience in project coordination or administration within technical or hardware-related industries.
- Strong organisational and analytical skills with the ability to manage multiple priorities.

- Excellent interpersonal and communication skills for diverse audiences.
- Proficient in Microsoft Office; familiarity with collaboration tools (SharePoint, NetSuite) is a plus.
- Problem-solving mindset with resilience and adaptability.

Nice to Have:

- Background in hardware, electronics, systems engineering, construction or an interest in integrated security solutions (e.g., access control, CCTV systems).
- Exposure to project financial analysis, cost management, and profit margin tracking.

Company Description