



Project Engineer (Office Move/NER)

Technical project manager

Job Information

Hiring Company

smartims.com

Subsidiary

Smart IMS Inc.

Job ID

1584200

Industry

Investment Banking

Job Type

Permanent Full-time

Location

Tokyo - Other Areas

Salary

8 million yen ~ Negotiable, based on experience

Refreshed

June 5th, 2026 13:00

General Requirements

Minimum Experience Level

Over 6 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

seeking a project engineer to support the office move, including network equipment room (NER) setup, in Japan

Key Responsibilities

1) Project Delivery & Coordination

- Manage relocation workstreams from initiation to handover: **site survey** → **design** → **build** → **cutover** → **stabilization** → **closeout**.
- Develop and maintain **project plans, milestone schedules, RAID (Risks/Assumptions/Issues/Dependencies), and weekly status reporting**.
- Coordinate stakeholders across **Facilities, Network, Workplace/Office Admin, Security, Vendors, and Operations** to ensure alignment on scope and timelines.

- Drive readiness reviews and ensure **go/no-go criteria** are defined and met prior to cutover.

2) Network Room (NER/MDF/IDF) Build & Readiness

- Lead implementation of NER infrastructure:
 - **Racks/cabinets**, patch panels, ladder trays, cable containment
 - **Power feeds**, UPS requirements (as applicable), grounding/bonding
 - Cooling/airflow considerations (in collaboration with Facilities)
- Validate floor layout and rack elevations; ensure compliance with internal standards and local regulations.
- Coordinate delivery and installation of network hardware (switches, routers, firewalls, OOB, console servers) with Network teams.

3) Structured Cabling & Connectivity

- Own structured cabling scope for office and NER:
 - Fiber and copper (CAT6/6A), patch panels, outlets, labeling standards
 - Cable pathways, segregation requirements, testing and certification
- Enforce **patching sheet validation**, port availability checks, and documentation accuracy before execution.
- Ensure cabling vendors deliver:
 - Test results (e.g., Fluke), as-built drawings, labeling and port mapping
- Maintain cable records in tooling (e.g., DCIM/asset tools) and ensure updates post-move.

4) Cutover Planning & Execution

- Build detailed **cutover runbooks** covering:
 - Sequencing, rollback, communication plan, bridge details, escalation matrix
- Coordinate change governance (CR/CRQ), maintenance windows, and stakeholder approvals.
- Conduct pre-cutover checks (power, ports, uplinks, routing, WAN circuits, wireless readiness, monitoring).
- Lead onsite cutover execution and ensure stabilization post-move (hypercare support, incident tracking, root cause analysis).

5) Vendor & Procurement Management

- Manage vendors and contractors: scope definition, schedule adherence, quality checks, safety compliance.
- Support quotation review, procurement requests (PR/PO), and delivery tracking.
- Ensure vendor deliverables meet acceptance criteria (SOW, test reports, handover pack).

6) Documentation, Handover & Operational Readiness

- Produce and maintain:
 - LLD/HLD inputs (as needed), rack elevations, cable schedules, patching sheets
 - As-builts, labeling matrix, equipment inventory, O&M manuals
- Conduct handover to Operations/Support with a formal checklist:
 - Monitoring, access, spares, SOPs, escalation contacts, warranty info
- Ensure lessons learned are captured and translated into updated procedures.

7) Safety, Compliance & Quality

- Ensure work is executed in compliance with:
 - Site safety rules, security requirements, access controls
 - Internal standards for cabling, labeling, and change management
- Identify risks early and **escalate promptly** for any slippage, failed weekend works, or blockers.

Required Skills & Experience

Technical Skills

- Strong knowledge of:
 - **Structured cabling systems**, patch panels, labeling standards
 - Network room design basics (MDF/IDF/NER): racks, containment, grounding
 - Network fundamentals (Layer 1–3 awareness): uplinks, WAN circuits, OOB
- Familiar with change management and operational processes (CR/CRQ, incident/problem management).
- Able to read floor plans, cable routes, rack elevations, and manage as-builts.

Project & Delivery Skills

- Hands-on coordination of multi-vendor delivery and onsite execution.
- Strong stakeholder management; able to drive decisions and manage competing priorities.
- Excellent documentation discipline and attention to detail.

Experience

- Typically **3–7+ years** in infrastructure delivery involving:
 - Office relocation IT works, network room setup, structured cabling projects
 - Data center/colocation provisioning exposure is a plus

Certifications (Preferred)

- Project: ITIL Foundation, PRINCE2 / PMP (nice to have)
 - Cabling: BICSI (nice to have)
 - Network: CCNA-level understanding (nice to have)
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Required Skills

- Office relocation IT works experience (Network room setup)
 - **Structured cabling systems**, patch panels, labeling standards
 - Network room design basics (MDF/IDF/NER): racks, containment, grounding
 - Network fundamentals (Layer 1–3 awareness): uplinks, WAN circuits, OOB
 - Strong stakeholder Management
 - Business level of speaking Japanese
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Company Description