



SMART PARTNERS®
PRACTICAL CONSULTING

Bilingual Project Admin / Procurement

Use English daily, stable firm

Job Information

Recruiter

[Smart Partners K.K.](#)

Job ID

1616705

Industry

Other (Real Estate, Construction)

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

3 million yen ~ 5 million yen

Salary Bonuses

Bonuses included in indicated salary.

Work Hours

Standard daytime hours (1-hour break)

Holidays

Weekends and national holidays, plus paid leave

Refreshed

October 12th, 2026 10:33

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

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

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Our client is a very stable, profitable construction and engineering firm with a diverse, international workforce, long-term stable client contracts, low overtime and excellent HR support.

They are hiring Bilingual Project Admin / Procurement staff for government-related construction projects in the Kanto area, with offices across Japan.

Main duties

- Prepare English and Japanese project documents, invoices and reports
- Support purchasing, ordering and delivery tracking
- Manage project files and submittals
- Coordinate with clients, suppliers and the site team

Work environment

- Bilingual team; English used with clients
- Bonuses and annual raises

Required Skills**Must**

- Office admin or purchasing experience
- Native-level Japanese and business-level English
- Microsoft Office (Excel, Word)

Welcome

- Construction or engineering background

Company Description