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
November 23rd, 2026 00:00

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 Level

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