# Project Coordinator - CAD (Onsite) (W)

## Job Information

**Recruiter**
Izumi Network Yugen Kaisha

**Job ID**
1619390

**Industry**
Automobile and Parts

**Job Type**
Permanent Full-time

**Location**
Tochigi Prefecture

**Salary**
6 million yen ~ 10 million yen

**Refreshed**
October 27th, 2026 15:24

## General Requirements

**Minimum Experience Level**
Over 6 years

**Career Level**
Mid Career

**Minimum English Level**
Business Level

**Minimum Japanese Level**
Fluent Level

**Minimum Education Level**
Bachelor's Degree

**Visa Status**
Permission to work in Japan required

## Job Description

**Duties and Responsibilities:**

- Automotive design and development
- Design and monitor project performance dashboards/reports with the clients periodically
- Liaising with clients to identify and define project requirements, scope and objectives.
- Coordinating project schedules, resources, equipment and information with customers and offshore team
- Ensure flawless communication in meeting customer requirements and completing the task within the deadline.
- Act as the point of contact and communicate project status to all participants.
- Accountable to ensure the offshore team is adequately utilized to their capacity.
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met through conducting quality reviews.
- Participate in regular meetings with customer to update the status and performance of the team with respect to the customer KPI's.
- Create 2-D drawing and 3-D modelling in CATIA V5/V6 to meet the requirement by following the established OEM standards/guidelines.

## Required Skills

**Requirement**

- 8+ years of CAD experience in Automotive domain.
- **Japanese Language – N2 & above Level/Business Level Communication**
- English - Advanced level enabling good verbal and written communication.

- Good CAD experience in CATIA V5 & V6 tool, surfacing, 3D Modeling, Detailing, Assembly & Enovia (PLM Tool)
- Excellent communication skills

**Qualification:**

- BE/B.Tech – Automobile/Mechanical

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## Company Description