CareerCross

# 「工学・環境・エネルギー学部卒・未経験歓迎」　ジュニアプロジェクトマネージャー・ Jr. Project Manager

Exclusive job

グローバルチームと連携して業務を遂行。エネルギー＆サスティナビリティ業界

## Job Information

**Hiring Company**
Bee Incorporations

**Job ID**
1257203

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

**Job Type**
Permanent Full-time

**Location**
Tokyo - 23 Wards

**Salary**
Negotiable, based on experience ~ 5 million yen

**Salary Bonuses**
Bonuses paid on top of indicated salary.

**Holidays**
Saturday, Sunday, Japanese National Holidays, Paid Leave

**Refreshed**
March 29th, 2024 04:00

## General Requirements

**Minimum Experience Level**
Over 1 year

**Career Level**
Entry Level

**Minimum English Level**
Business Level (Amount Used: English usage about 75%)

**Minimum Japanese Level**
Native

**Minimum Education Level**
Bachelor's Degree

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

## Job Description

**Job Overview**

We are looking for a **Project Manager** to oversee engineering initiatives to help develop greener buildings and tenant spaces.
1/ The Project Manager will work with an International team to review projects in Japan for International clients.
2/ The role will support the clients to better understand the sustainability implementations needed to achieve sustainability standards.

**Job Description**

- Serve as the lead liaison to the client throughout the development and installation phases, in order to satisfy their requests
- Ability to read, understand and interpret complex construction documents, reports and drawings.
- Work with facilities representatives to commission and re-commission new equipment. Assist clients with defining project scope, request bids and awarding contracts. Direct and manage the development and execution of comprehensive capital improvement projects toward energy use reduction.
- Support the project management team to investigate, develop, and implement sustainability features for projects inline with international sustainability standards.
- Understand the system architecture of HVAC and Renewable Systems in order to identify project requirements (structural, electrical, mechanical requirements)
- Oversee construction contractors to make sure all sustainable features are implemented during new builds or renovation projects.c
- Independently manage multiple sustainability projects simultaneously
- Interact with clients and project teams to drive projects forward

**Your First 3 Month in the Role**

- First Month
  - You will be attending an intensive virtual training with our project teams around the world
  - You will access the online training materials to familiarize with our system
  - You will shadow a project meetings to watch and learn

  Second Month
  - You will continue to shadow some of the meetings to get you exposed to different cases
  - You will be assigned a project where you are the co-manager alongside a mentor
  - You will start having half of the KPI targets which will help you structure your day and prioritize your tasks

  Third Month
  - You will be gradually assigned to more projects where you independently manage
  - You will have a weekly check-in with your mentor to understand your ideas, progress, and challenges
  - You will have the full KPI targets

## Required Skills

**Education and Experience**

[minimum requirement]
- Degree in engineering or building-related field (i.e.architecture, building science, etc.)

[good to have]
- Understanding of HVAC and/or mechanical building systems
- Experience in CASBEE, LEED BD+C, ID+C and/or EB-OM projects preferred

**Skills**

- Ability to work independently and require minimal guidance
- Excellent logic and deduction skills
- Excellent written and verbal communication skills
- Excellent time management skills
- PDF editing
- Standard Microsoft software packages
- AutoCAD knowledge preferred
- English)
  - Writing Fluent
  - Reading Fluent
  - Speaking Fluent a bonus

**Salary**

- Commensurate with experience

**Benefits**

- Work with a multicultural and international teams
- Gain international value
- Internal growth opportunities
- Opportunity to work with high profile clients such as Burberry, Gucci, Tiffany, etc…
- Additional annual bonus on achieving performance targets

## Company Description

BEE は、持続可能なソリューションを導入するエンジニアリングチームおよび設計チームと、こういうソリューションの

実現を担当する建設チームの間に大きな知識の格差があることを意識して生まれたものです。

実施プロセスでは、プロジェクトの持続可能な目標を失うことが多いです。

BEE は設計およびエンジニアリングのノウハウと建設および材料専門知識を組み合わせて、プロジェクトがその持続可能性の目標を本格的に実現できるために、欠けている要素を補うことを目指しています。

BEE は2009年に上海で「Bisagni Environmental Enterprise」（安生態有限公司）として創立されました。それ以来、グローバルな展開を進め、プロジェクトが世界中に広がるほど成長しています。

Founded in 2009, BEE Incorporations is a leading sustainability consulting company that specializes in delivering sustainability solutions at all aspects of building construction and operations. We are headquartered in Shanghai, with offices across Asia and Europe. Combining experience and specialized skills across various scales and sectors, BEE Incorporations help clients improve the performance of their building portfolio. Our global portfolio ranges from retail interior spaces to hotels and mixed-use developments, across all sectors and scales. At BEE Incorporations, we provide green building certification and corporate wellness consulting, monitoring & testing, and green materials solutions for projects around the world.