

BURBERRY

Architecture Assistant Manager

募集職種

採用企業名

バーバリー・ジャパン株式会社

求人ID

1539358

業種

小売

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

ボーナス

固定給+ボーナス

勤務時間

09:30-18:00

更新日

2026年02月10日 13:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

大学卒： 学士号

現在のビザ

日本での就労許可が必要です

募集要項

At Burberry, we believe creativity opens spaces. Our purpose is to unlock the power of imagination to push boundaries and open new possibilities for our people, our customers and our communities. This is the core belief that has guided Burberry since it was founded in 1856 and is central to how we operate as a company today.

We aim to provide an environment for creative minds from different backgrounds to thrive, bringing a wide range of skills and experiences to everything we do. As a purposeful, values-driven brand, we are committed to being a force for good in the world as well, creating the next generation of sustainable luxury for customers, driving industry change and championing our communities.

Job Purpose:

To strategically lead a team and direct all architectural planning and workplace design initiatives for Burberry's retail and corporate environments across Japan. Function as the major contact point between global design standards and regional execution, ensuring all spatial solutions uphold brand excellence while achieving operational and financial objectives.

Key Responsibilities:

- Oversee comprehensive site surveys with external architects to develop complete project initiation packages in collaboration with regional business development leadership and retail head in the region.
- Collaborate with design consultancy and regional stakeholders to synthesize business requirements, site parameters, department stores/landlord specifications into comprehensive concept design packages.
- Develop, maintain, and communicate project schedules and documentation to track progress against established project timelines
- Full accountability for end-to-end project delivery, including oversight of general contractor and specialty trade performance
- Maintain the Global Project Planner with periodically updates in compliance with corporate agreed formatting rules
- Full project lifecycle budget management from initial CAPEX planning through final cost reconciliation
- Conduct regular on-site and off-site inspections to verify compliance with approved designs, schedules, and quality in Burberry Architecture Standards throughout all project phases
- Chair bi-lingual progress meetings and distribute formal minutes with action items and decisions
- Participate in value engineering and cost optimization strategies

スキル・資格

- 1 years in luxury retail store planning & project execution
- Advanced proficiency in AutoCAD, MS, Adobe Creative Suite
- LEED GA, AP qualification is an extra plus
- Expertise in architectural drawing coordination, construction schedule development and analysis using MS Project, including end-to-end schedule management.

会社説明