



Project Coordinator – Wind Resource Assessment

Renewable Energy

募集職種

採用企業名

デレーコ・ジャパン株式会社

求人ID

1543817

業種

その他（メーカー）

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 千代田区

最寄駅

中央線各駅停車 （三鷹-御茶ノ水）、 御茶ノ水駅

給与

350万円 ~ 500万円

ボーナス

給与： ボーナス込み

勤務時間

9:30 to 6:30 (flexible hours are possible)

更新日

2025年06月09日 10:22

応募必要条件

職務経験

3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

We're seeking a multi-talented professional to support our wind resource assessment services across three key areas: **sales**

support, marketing coordination, and project delivery. In this role, you'll engage with prospective clients, assist in managing marketing campaigns and events, and coordinate the execution of wind measurement campaigns (met masts, LiDARs). This is an exciting opportunity to play a pivotal role in a fast-growing renewable energy business.

Sales Support (≈ 30 %)

- * Assist in qualifying leads and preparing tailored technical proposals aligned with IEC 61400-12-1.
- * Develop budget inputs and commercial content in collaboration with technical and commercial teams.
- * Maintain CRM data accuracy and provide weekly sales reporting.
- * Assist in preparing commercial agreements, NDAs, and POs.
- * Support market research and competitive intelligence efforts.

Project Coordination (≈ 40 %)

- * Support planning and execution of wind measurement projects from start to finish.
- * Track and update project timelines, budgets, and deliverables.
- * Schedule and support internal/external project meetings, document follow-ups and action items.
- * Assist with permitting, logistics, and subcontractor coordination for site deployments.
- * Monitor data quality and documentation, including sensor calibration and QA/QC reports.
- Inventory Control

Marketing Coordination (≈ 30 %)

- * Coordinate and execute marketing campaigns (email, digital, webinars) with internal and external partners.
- * Maintain content calendar and assist in developing social media, blog, and newsletter content.
- * Coordinate logistics for trade shows, conferences, and client events.
- * Monitor and report on marketing KPIs using platforms like Google Analytics or HubSpot.
- * Collaborate on the creation of brochures, case studies, and technical content.

スキル・資格

- **Experience (preferred):**
 - 2–4 years in a coordination or support role
 - Experience with marketing tools.
 - Familiarity with project workflows.
 - Inventory management and Purchasing
 - Wind or Renewable Energy industry experience
 - **Technical & Marketing Skills:**
 - Basic understanding of wind resource assessment tools and concepts. (**Preferred**)
 - Proficient in Microsoft Office, CRM platforms, and marketing tools. (**Required**)
 - Comfortable creating and editing marketing content with attention to detail and branding.
 - **Soft Skills:**
 - Strong communicator with exceptional organizational and time-management skills.
 - Creative thinker with an interest in clean energy.
 - Team player who can manage multiple workstreams across sales, marketing, and operations.
 - Proven multitasker and self-starter
 - **Other Requirements:**
 - Willingness to travel occasionally (site visits, events, trade shows).
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会社説明