



## Property/Project Manager (Minpaku Specialist)

### 募集職種

#### 採用企業名

IN THE HOOD株式会社

#### 求人ID

1557915

#### 業種

デベロッパー・ハウスメーカー・建設

#### 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 多数

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 港区

#### 給与

経験考慮の上、応相談

#### 更新日

2026年02月04日 00:00

### 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 (英語使用比率: 75%程度)

#### 日本語レベル

流暢

#### 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

#### ABOUT DASH LIVING

Dash Living is Asia Pacific's leading manager & operator of living sector assets in Hong Kong, Singapore, Japan and Australia. In 2025, Dash Living was acquired by Rava Partners, the real estate private equity arm under Hillhouse, further strengthening its growth trajectory and regional expansion plans.

With more than 2,000 rooms currently in our portfolio, Dash creates a global accommodation community through sharing economies, tech, and unique member experiences, empowering living in a connected world. Dash Living manages assets on behalf of renowned real estate investment managers such as BlackRock, Greystar, Schroders, PGIM Real Estate, Hines, and more.

## WHAT YOU'LL DO

- Lead the technical due diligence, including feasibility studies on minpaku application, hotel conversions and fire safety related matters for pipelines in the Japan market.
- Manage vendors and partners (such architects, legal scrivener, government officials) to complete the TDD or other compliance works
- Obtain quotations, manage contractors and follow through the entire process of work needed such as rectification work and additional equipment installations from the TDD and Minpaku/hotel conversion process.
- Follow through the entire capex process and subsequent compliance related matters.
- Acquire sufficient knowledge and provide consultation to internal stakeholders on matters related to TDD, minpaku application, hotel conversation, fire safety and other compliances related matters related to Japan multifamily properties.
- Obtain up-to-date information on both implemented and potential changes in Minpaku and Hotel related regulatory changes. Assess implications to the firm's existing business and future deal screening processes.
- Manage a pool of vendors and partners to meet the firm's growth plans and resolve potential bottle-necks.
- Ad hoc projects assigned by the management.

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## スキル・資格

### REQUIRED SKILLS AND QUALIFICATIONS

- Native Japanese; Business English preferred
- Experiences of leading and overseeing projects, ensuring they are completed on time and within budget
- Collaboration with architects to develop and implement construction plans
- 3 + years of construction and/or architecture experiences with strong leadership
- Strong multitasking and communication skills
- Architecture related certification is a bonus
- Entrepreneurial mindset and flexible in a startup-like or rapidly changing environment

### PREFERRED SKILLS AND QUALIFICATIONS

- Familiarity with Japanese Minpaku laws and regulations
- 3 + years of project management experiences, ideally in hospitality, property management, or real estate industry
- Experience navigating Japanese regulatory and bureaucratic processes (e.g., Minpaku license registration, fire department inspections)
- Familiarity with construction, renovation, or furnishing logistics is beneficial
- Experience working in a multicultural or bilingual environment
- Strong interpersonal skills and customer-first mindset

### WHAT WE OFFER

- A dynamic startup environment with clear career progression
- Experience in working with overseas teams
- Great platform to perform and learn for the best
- Share office environment with flexible working locations
- Bottomless artisanal coffee, tea and beer!

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## 会社説明