EIRE
www.eiresystems.com

Site Coordinator +Project Management Support (IT/Facilities)

Projects for a big-5 Global Tech Giant!

募集職種

採用企業名
エイラシステム株式会社

支社・支店
EIRE Systems K.K. / エイラ　システム　株式会社

求人ID
1559615

部署名
Consulting Services - Project Management

業種
その他（不動産・土木建設）

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 半数

雇用形態
契約

勤務地
千葉県, 印西市

最寄駅
京成線、　千葉ニュータウン中央駅

給与
700万円 ~ 900万円

更新日
2025年09月26日 14:20

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

EIRE Systems is a leading provider of IT solutions and Project Management consulting services. We're presently seeking to

hire a bilingual **Site Coordinator & Projects Management Support** professional to assist the IT and telecoms infrastructure components of some major data center construction, expansions, retrofits, equipment upgrades and various other IT/Facilities change projects.

Role Overview:

The **Site Coordinator** will work with a team of project managers to support on-site project activities for installation of IT/Telecommunications equipment, low voltage cabling, and Security systems.

Key Responsibilities:

- Communicating and coordinating with product and construction vendors, building/facilities management and various other client-side IT groups, to define design and installation requirements and schedules
- Supervising installation activities on-site and monitoring work for quality assurance and compliance with health & safety regulations.
- Processing vendor security access, work permits, compliance documentation, and other related paperwork
- Reporting on project status, ensuring internal project and operations systems are updated in a timely manner.
- Assist with collecting, compiling, and analyzing quotations and vendor cost proposals.

Location Environment:

Work onsite at our client's Data Center facilities in Inzai, Chiba Prefecture, supporting various infrastructure fit-outs, expansions, new construction and major change projects.

スキル・資格

Required Language Skills:

- Japanese: Fluent / Native-level proficiency.
- English: Business level proficiency - ability to communicate with global teams verbally and to prepare reports for global project stakeholders.

Required Qualifications:

- Experience working in the IT/telecoms, data cabling and/or IT facilities industries.
- Technical knowledge of cabling infrastructure design and construction standards.
- Basic ability to read and understand architectural and electrical drawings.
- Proficiency in using standard office apps, spreadsheets, document management systems, and project management software tools.
- Be self-organized, with very good personal time-management and multi-tasking skills.
- Ability to work in a fast-paced environment with tight deadlines.

Nice-to-Haves:

- Knowledge of enterprise data center operations.
- Experience with data center construction or IT infrastructure projects.
- Project management related qualifications (e.g. CAPM, PMP, Prince2 or similar).

会社説明