



## Project Engineer (Office Move/NER)

### Technical project manager

#### 募集職種

##### 採用企業名

[smartims.com](http://smartims.com)

##### 支社・支店

Smart IMS Inc.

##### 求人ID

1584200

##### 業種

投資銀行

##### 雇用形態

正社員

##### 勤務地

その他東京

##### 給与

800万円～経験考慮の上、応相談

##### 更新日

2026年04月03日 00:00

#### 応募必要条件

##### 職務経験

6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

seeking a project engineer to support the office move, including network equipment room (NER) setup, in Japan

#### Key Responsibilities

##### 1) Project Delivery & Coordination

- Manage relocation workstreams from initiation to handover: **site survey** → **design** → **build** → **cutover** → **stabilization** → **closeout**.
- Develop and maintain **project plans, milestone schedules, RAID (Risks/Assumptions/Issues/Dependencies), and weekly status reporting**.
- Coordinate stakeholders across **Facilities, Network, Workplace/Office Admin, Security, Vendors, and Operations** to ensure alignment on scope and timelines.

- Drive readiness reviews and ensure **go/no-go criteria** are defined and met prior to cutover.

## 2) Network Room (NER/MDF/IDF) Build & Readiness

- Lead implementation of NER infrastructure:
  - **Racks/cabinets**, patch panels, ladder trays, cable containment
  - **Power feeds**, UPS requirements (as applicable), grounding/bonding
  - Cooling/airflow considerations (in collaboration with Facilities)
- Validate floor layout and rack elevations; ensure compliance with internal standards and local regulations.
- Coordinate delivery and installation of network hardware (switches, routers, firewalls, OOB, console servers) with Network teams.

## 3) Structured Cabling & Connectivity

- Own structured cabling scope for office and NER:
  - Fiber and copper (CAT6/6A), patch panels, outlets, labeling standards
  - Cable pathways, segregation requirements, testing and certification
- Enforce **patching sheet validation**, port availability checks, and documentation accuracy before execution.
- Ensure cabling vendors deliver:
  - Test results (e.g., Fluke), as-built drawings, labeling and port mapping
- Maintain cable records in tooling (e.g., DCIM/asset tools) and ensure updates post-move.

## 4) Cutover Planning & Execution

- Build detailed **cutover runbooks** covering:
  - Sequencing, rollback, communication plan, bridge details, escalation matrix
- Coordinate change governance (CR/CRQ), maintenance windows, and stakeholder approvals.
- Conduct pre-cutover checks (power, ports, uplinks, routing, WAN circuits, wireless readiness, monitoring).
- Lead onsite cutover execution and ensure stabilization post-move (hypercare support, incident tracking, root cause analysis).

## 5) Vendor & Procurement Management

- Manage vendors and contractors: scope definition, schedule adherence, quality checks, safety compliance.
- Support quotation review, procurement requests (PR/PO), and delivery tracking.
- Ensure vendor deliverables meet acceptance criteria (SOW, test reports, handover pack).

## 6) Documentation, Handover & Operational Readiness

- Produce and maintain:
  - LLD/HLD inputs (as needed), rack elevations, cable schedules, patching sheets
  - As-builts, labeling matrix, equipment inventory, O&M manuals
- Conduct handover to Operations/Support with a formal checklist:
  - Monitoring, access, spares, SOPs, escalation contacts, warranty info
- Ensure lessons learned are captured and translated into updated procedures.

## 7) Safety, Compliance & Quality

- Ensure work is executed in compliance with:
  - Site safety rules, security requirements, access controls
  - Internal standards for cabling, labeling, and change management
- Identify risks early and **escalate promptly** for any slippage, failed weekend works, or blockers.

### Required Skills & Experience

#### Technical Skills

- Strong knowledge of:
  - **Structured cabling systems**, patch panels, labeling standards
  - Network room design basics (MDF/IDF/NER): racks, containment, grounding
  - Network fundamentals (Layer 1–3 awareness): uplinks, WAN circuits, OOB
- Familiar with change management and operational processes (CR/CRQ, incident/problem management).
- Able to read floor plans, cable routes, rack elevations, and manage as-builts.

#### Project & Delivery Skills

- Hands-on coordination of multi-vendor delivery and onsite execution.
- Strong stakeholder management; able to drive decisions and manage competing priorities.
- Excellent documentation discipline and attention to detail.

#### Experience

- Typically **3–7+ years** in infrastructure delivery involving:
  - Office relocation IT works, network room setup, structured cabling projects
  - Data center/colocation provisioning exposure is a plus

#### Certifications (Preferred)

- Project: ITIL Foundation, PRINCE2 / PMP (nice to have)
  - Cabling: BICSI (nice to have)
  - Network: CCNA-level understanding (nice to have)
- 

#### スキル・資格

- Office relocation IT works experience (Network room setup)
  - **Structured cabling systems**, patch panels, labeling standards
  - Network room design basics (MDF/IDF/NER): racks, containment, grounding
  - Network fundamentals (Layer 1–3 awareness): uplinks, WAN circuits, OOB
  - Strong stakeholder Management
  - Business level of speaking Japanese
- 

#### 会社説明