



## IT Infrastructure Project Manager

**Projects: Office/DC fit-out, moves, etc.**

### Job Information

#### Hiring Company

EIRE Systems K.K.

#### Subsidiary

EIRE Systems K.K. / エイラ システム 株式会社

#### Job ID

1456922

#### Division

Consulting Services - Project Management

#### Industry

IT Consulting

#### Company Type

Small/Medium Company (300 employees or less) - International Company

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Minato-ku

#### Train Description

Toei Mita Line, Mita Station

#### Salary

Negotiable, based on experience

#### Refreshed

April 7th, 2025 05:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Business Level

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

Join our team of Technical Project Managers who provide a wide range of project-based solutions and services to a variety of

multinational corporations, helping them to expand or significantly change their technology footprint in Japan.

Our IT consulting and project management services have been a key component in the timely delivery of many complex and time-constrained IT infrastructure projects for corporate offices and data center projects. Each project is different, dependent upon the unique needs of our clients.

As a professional IT project management consultant, you'll enjoy a variety of challenging project assignments, varying in complexity.

Projects such as:

- New infrastructure technology set-ups and migrations, design and construction management of office networks and data center infrastructure.
- Implementing secure network and server -based solutions
- Network cabling and machine room design and construction, Wireless Networks, Network equipment installations (Single and multi-site deployments);
- On-premise and Cloud-based server set-ups and migrations, email and messaging technology implementations,
- Telephony, Audio Visual and Security Systems deployments,
- PC and mobile computing hardware refresh and deployment, software upgrades and migrations
- and plenty more!

Read more examples on the Case Studies section of our website - <https://www.eiresystems.com/case-studies-all/>

#### **Language Skills (Required):**

English & Japanese: Professional level proficiency

❖ **Applicants MUST be resident of Japan and be available to work full-time in Tokyo.**

#### **Technical Project Manager – About the role:**

Working both independently, and as part of a team of Technical Project Managers, IT Infrastructure specialists and IT Support Engineers, you'll be engaged in the following:

- Project management, project planning and execution management; vendor management
- Attending meetings with clients for defining requirements and to conduct site surveys
- Supporting design of various infrastructure solutions working closely with engineering teams, vendor and client-side subject matter experts.
- Coordinating quotation requirements, helping to define and prepare Bills of Materials, analyzing cost proposals from vendors and preparing and issuing analysis reports and recommendations.
- Issuing order forms for hardware/software procurement
- Holding status meetings with cabling and hardware vendors, technical project teams and business side project stakeholders.
- Communicating and coordinating with client end-users, technical project teams and vendors to ensure smooth delivery of projects, on time.
- Proposing solutions for outstanding issues and risk mitigation.
- Supervising construction activities on-site and preparing status reports
- Organizing required project documents, work permits, site access request forms, etc.
- Efficiently manage and maintain network and layout documentation, using various tools such as MS Excel, MS Visio, AutoCAD, or other similar software tools.

## Required Skills

#### **Skills and Qualifications:**

- Demonstrable Project Management and Coordination skills and knowledge of methodical approaches to project management.
- Relevant Industry certifications such as PMP or Prince2, are desirable but not a pre-requisite.
- Japanese language skills. At minimum, be able to communicate using Japanese for coordinating and instructing local Japanese technology service providers.
- A track-record of successfully building and supporting a variety of networking, server and end-user computing solutions for mid- and large-scale companies.
- Ability to read and understand network topology diagrams and architectural and electrical drawings.
- Advanced analytical, critical thinking and problem-solving skills.
- Strong inter-personal communication skills; professional in interactions with clients and assertive and persuasive within project team structures.
- Excellent time management skills
- Proficiency in using Microsoft Excel, Visio, AutoCAD and MS Project
- Academic background in Information Technology or related technical/engineering discipline

#### **Language Skills (Required):**

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Company Description