



Expert/Manager Project Development Backoffice

大規模太陽光発電事業を展開/グローバルな環境

Job Information

Hiring Company

hep East Asia K.K.

Job ID

1485807

Industry

Petrochemical, Energy

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Yamanote Line, Hamamatsucho Station

Salary

7 million yen ~ 9 million yen

Refreshed

April 24th, 2025 06:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

《募集要項の要約》

- プロジェクト文書を管理し、スケジュールと予算を最新化する。
- バックオフィス業務でプロジェクトマネージャーを支援。
- チームを率いて効果的な情報フローと調整を行う。

Who we are

hep specializes in developing, constructing and operating commercial-scale solar parks since 2008. Moreover, we are a licensed capital management company in Germany where also our headquarter is located. With 200 employees worldwide with offices in the U.S., Canada, Germany, and the U.S., we rely on an international network of partners and providers to

develop a pipeline of 5.9 GW of potential solar projects. Become part of hep as you join Hep East Asia, our Japanese member of the hep group. With offices in Tokyo and Kobe, we oversee the development, construction, and operation of solar parks all over Japan.

Your role

The Manager / Expert Project Development Backoffice takes care of project documentation, ensuring updated project schedules and budgets, and supporting project managers with administrative tasks. Key responsibilities include task coordination, information flow management, and leading the backoffice team to foster a productive work environment. The ideal candidate is a strong team player with at least 5 years of relevant experience, proficiency in Japanese and English, and knowledge of the solar industry, regulatory aspects, and project management tools.

Your responsibilities

- Maintain comprehensive project documentation, including pipeline overviews, meeting minutes, and compliance records
- Ensure that project schedules, budgets and cashflow forecasts are updated and information flows well between development teams and their interfaces in the company
- Support project managers with information and backoffice tasks such as land registration inquiries, government applications or research.
- Support task coordination and ensure team members are clear on their responsibilities and deadlines.
- Lead and manage the backoffice team, fostering a collaborative and productive work environment (for Manager role)

What we offer

- Location: Tokyo Office
- Employment Type: Full-time or part-time (min. 80%)
- Salary Range: 7.0-9.5m JPY
- Bonus: not payable
- Working in a global company (offices in U.S., Canada, Germany and Japan) with ample opportunities for international exchange
- Flexible working hours
- Remote work possibly 1-2 times/week (after probation period)
- 20 days paid leave a year + 8 paid sick leave days
- Possibility to apply for holidays longer than a week
- Up to 20,000 JPY commuter allowances
- Offices in central location in Tokyo Hamamatsucho and Kobe Sannomiya
- Free coffee & water in the offices

Required Skills

Required skills and qualifications

- **At least 5 years of work experience in Solar Business or relevant industries** and in project management positions in relevant industries
- Knowledge of the solar industry and project development and a familiarity with the legal and regulatory aspects is a strong advantage.
- Work experience at a project development company, power generation company, general trading company, or real estate company is an advantage.
- Work Proficiency in Japanese and English
- Proficient in MS Office and quickly able to get used to specialized project management tools as well as GIS-tools
- Strong team player with a collaborative mindset.
- Outgoing personality that is also comfortable remind team members of their deliverables
- Likes to organize, coordinate and make sure that information flows well in the team

Company Description