

**日系企業向け求人の特化！**

ベトナムほかタイなど東南アジア勤務求人多数あり

【 construction etc.】 Native level Thai or Tagalog speakers◎

Work with your experience in Okinawa!

Job Information

Recruiter[HRnavi Joint Stock Company](#)**Job ID**

1487012

Industry

Property Developer, House-builder

Company Type

Large Company (more than 300 employees)

Job Type

Permanent Full-time

Location

Okinawa Prefecture

Salary

4 million yen ~ 6 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

8:00~17:00

Holidays

Holidays: Saturdays, Sundays, and holidays (may work on holidays)

Refreshed

September 3rd, 2024 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Basic

Native level Thai or Tagalog speakers

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

We would like to introduce you to a major general construction company listed on the Tokyo Stock Exchange Prime Market.

We would like to introduce you to a major general construction company listed on the Tokyo Stock Exchange Prime Market. Since its founding, the company has been involved in a variety of construction projects both in Japan and overseas. Its main business areas are architectural construction, civil engineering, and environmental projects. It contributes to the development of local communities and the realization of a sustainable society by carrying out projects related to the construction of high-rise buildings and public facilities, infrastructure development such as roads and bridges, and environmental protection. We are currently recruiting for multiple positions, including facilities, construction, and safety management, in preparation for the expansion of construction work for U.S. military facilities in Okinawa.

We are hiring for the following positions at construction sites of US military facilities in Okinawa.

1. [On-site construction management]

You will be responsible for all on-site construction management tasks.

- Checking construction drawings (Japanese or English)
- Checking on-site quality
- Checking construction progress
- Giving instructions, contacting, and coordinating with workers (Japanese)

2. [Construction]

You will be responsible for construction work (performance management, material approval work, etc.).

- Calculating construction progress using dedicated software
- Creating work plans and material approval documents (English)
- Attending US military inspections (English)
- Construction drawing management
- Creating materials for questions and answers to the US military regarding design drawings (English)

3. [On-site safety management]

You will be responsible for on-site safety management and safety reporting to the US military.

- Daily site safety patrols and record keeping (Japanese or English)
- Safety management reports to the US military (English)
- Monthly safety conferences
- Preparation of Accident Prevention Plans (APP) and Hazard Prevention Plans (AHA) (English)
- New entrant education and safety education (twice a month)

4. [Facility site management]

You will be responsible for facility site management, engineering, and negotiations with the US military.

- Checking construction drawings
- On-site quality confirmation
- Construction progress confirmation
- Giving instructions, contacting, and coordinating with workers

5. [Coordinator]

Coordinator: Interpretation and negotiations with the US military.

- Attend regular meetings with the US military
- Interpret Japanese for Japanese PMs (if fluent in Japanese)
- Negotiate with the US military together with the Japanese PM
- Translate material approval documents into English (if Japanese materials are used)
- Attend US military inspections

6. [Administrative assistant]

You will be responsible for administrative assistance and general affairs (assisting the Japanese administrative manager).

- Support the work of Japanese administrative and general affairs
- Manage entry to the military (workers, visitors, staff)

[Salary]

Monthly salary: 250,000 yen to 600,000 yen (negotiable)

* Annual salary estimate: 30s: 4 million yen and up, 40s: 5 million yen and up, 50s: 6 million yen and up

* Various allowances and overtime pay are excluded

[Salary increase/bonus]

Salary increase: once a year (in accordance with company regulations)

Bonus: twice a year (in accordance with company regulations)

[Employee benefits]

- Follow the regulations of the Japanese headquarters (health insurance, social insurance, income tax withholding)

[Various allowances]

- Accommodation provided
- Overseas work allowance
- Air ticket upon joining the company
- Allowance for temporary return to Japan

Required Skills

1. [On-site construction management]

◆ Requirements

- Experience working in construction site management at a Japanese general contractor
- Ability to work in Japan (Okinawa) for the mid- to long-term (minimum 2-3 years)

- Speak English and Japanese
- Native level Tagalog or Thai

◆ Preferred conditions

- Experience in domestic site management (training, etc.) is preferred
- Experience in construction of US military facilities both at home and abroad (Philippines, etc.)

2. [Construction]

◆ Requirements

- Experience working in site management at a Japanese general contractor
- Computer skills such as AUTOCAD, EXCEL, WORD, etc. · English speaking · Tagalog or Thai native level

◆ Preferred conditions

- Experience using the progress management software Primavera P6 is preferable
- Experience in construction of US military facilities both at home and abroad (Philippines, etc.)
- Those who can work in Japan (Okinawa) for the medium to long term (at least 2-3 years)
- Japanese speaking is preferable

3. [On-site safety management]

◆ Required conditions

- 5 years or more dedicated safety position (regardless of industry)
- English speaking
- Tagalog or Thai native level

◆ Preferred conditions

- Experience in construction of US military facilities in the Philippines Those with construction experience in facilities, etc.
- Those who can work in Japan (Okinawa) for the medium to long term (at least 2-3 years)
- Speaking Japanese would be a plus

4. [Facility site management]

◆ Requirements

- Experience working in site management at a Japanese general contractor
- Speaking English
- Native level Tagalog or Thai

◆ Preferred conditions

- Experience in construction work for US military facilities in the Philippines, etc.
- Those who can work in Japan (Okinawa) for the medium to long term (at least 2-3 years)
- Speaking Japanese would be a plus

5. [Coordinator]

◆ Requirements

- Experience in construction site management
- International contract Those who have knowledge of construction, etc.
- Those who can speak English
- Tagalog or Thai at native level

◆ Preferred conditions

- Those with construction experience in the construction of US military facilities in the Philippines
- Those who can work in Japan (Okinawa) in the mid- to long-term (at least 2-3 years)
- Those who can speak Japanese are even better

6. [Administrative assistant]

◆ Required conditions

- Those with experience in administrative work at a Japanese company
- Those who can speak English
- Tagalog or Thai at native level

◆ Preferred conditions

- Those with construction experience in the construction of US military facilities in the Philippines
- Those who can work in Japan (Okinawa) in the mid- to long-term (at least 2-3 years)
- Those who can speak Japanese are even better

Company Description