



Procurement (real estate/furniture/project manager)

Excellent company culture

Job Information

Hiring Company

[Weave Living Japan K.K.](#)

Job ID

1489860

Industry

Property Developer, House-builder

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, Chiyoda-ku

Salary

4 million yen ~ 10 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Holidays

20 paid Annual Leave

Refreshed

February 12th, 2025 03:00

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

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Role: Procurement Manager / Project Manager (Real estate)

Location: Based in Tokyo (Otemachi)

We are looking for a self-motivated team player to join our Project Team. Assist and work closely with teammates on the Furniture procurement for our property projects. Ideal candidate should have a background in furniture procurement, or real estate project management background.

Responsibilities Include:

1. Work with designer on design documentation & presentation work including concept design and development, construction drawing review, materials sourcing and selection.
2. Create furniture proposals and handle procurement.
3. Coordination with stakeholders, consultants, contractors on project delivery.
4. Monitor project works to ensure they are executed per design and up to project progress and quality
5. Provide extensive support to the Team on project delivery
6. Preparing proposals and other business development activities

Required Skills

Ideal candidates:

1. Strong communication skills in written and spoken English, Japanese.
2. Diploma/Degree in Project Management, Logistics, Design, Architecture, Interior Architecture, Interior Design, Product Design or equivalent.
3. Minimum 3 years relevant working experience in projects or procurement.
4. Experience in refurbishment, interior fit out, procurement etc.
5. Responsible, creative, independent, self-motivated and able to work under pressure, tight schedule and meet deadlines
6. Strong in communication, organization, time management, inter-personal skills.
7. Able to multi-task, meet deadlines, be proactive and able to work in a team environment.

Interested parties please include a copy of your English CV! Thank you!

Company Description