



## Senior Manager Project Management

### Job Information

**Hiring Company**

[hep East Asia K.K.](#)

**Subsidiary**

hep East Asia株式会社 (2025年3月よりオフィス移転予定)

**Job ID**

1518230

**Industry**

Petrochemical, Energy

**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, Shinagawa-ku

**Train Description**

Yamanote Line, Shinagawa Station

**Salary**

9 million yen ~ 12 million yen

**Refreshed**

February 12th, 2025 12:10

### 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

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.

### <Position Senior Manager Project Management>

Senior Manager Project Management oversees the construction process of assigned solar PV parks and/or BESS projects. Generally, at around the stage of EPC contract negotiation, signing and issuance of Notice to Proceed (NtP), the Senior Manager Project Management would skillfully monitor construction progress, budget, and quality of the project by carefully managing the various stakeholders involved. Essential skills include attention to detail, technical understanding, experience in using project management tools, and strong communication skills.

#### Your responsibilities

- Conduct feasibility studies and initial project assessments.
- Develop detailed and well-structured project plans, including timelines, general outlines of project milestones, and budget forecasts that can guide resource allocation.
- Coordinate and manage the integration of engineering, design, and construction efforts.
- Direct or support the procurement of necessary equipment and materials.
- Ensure compliance with necessary permits, environmental impact assessments, and government regulations.
- Foster collaboration among diverse teams, including contractors, engineers, environmental consultants, and designers.
- Oversee and report on the project's progress to senior management and stakeholders.
- Establish and enforce health, safety, and environmental standards throughout the construction process.
- Manage project risks, including mitigation planning and strategy formulation.
- Implement quality control measures to ensure project standards and performance objectives are met.
- Oversee project commissioning activities, ensuring successful project hand-over (to operation team) and documentation.

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#### Employment Type:

Full-time

#### Location:

Tokyo Office (Shinagawa)\*move to Hamamatsucho from March, 2025

#### Salary Range

9.2-12.3m JPY

Bonus: Up to 10% of yearly salary

#### Working hours

Flexible working hours

Remote work possibly 1-2 times/week (after probation period)

#### Holiday

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
- Working in a global company (offices in U.S., Canada, Germany and Japan) with ample opportunities for international exchange
- Offices in central location in Tokyo Shinagawa and Kobe Sannomiya
- Free coffee & water in the offices

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### Required Skills

#### Required skills and qualifications

- At least 6 years of experience in comparable project managerial positions
- At least Bachelor's degree in relevant fields
- High proficiency in Japanese and English
- MS Office and project management software such as MS Project, Smartsheets and/or Primavera
- Attention to details: Meticulously oversee various aspects of the project, from planning to execution, to ensure compliance with timelines, budgets, and quality standards while identifying and resolving potential issues before they escalate.
- Technical understanding: A strong grasp of renewable energy technologies, construction methods, and grid integration is essential to make informed decisions, evaluate technical proposals, and effectively collaborate with engineers and other specialists.
- Experience in using project management tools: Proficiency in tools like MS Project, Primavera, or similar software helps streamline scheduling, resource allocation, risk management, and progress tracking, ensuring that complex renewable energy projects stay organized and on track.
- Strong communication skills: The ability to clearly articulate project goals, challenges, and updates to diverse stakeholders—including team members, contractors, and investors—is critical for maintaining alignment, fostering collaboration, and addressing concerns promptly.

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