



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, Minato-ku

Train Description

Yamanote Line, Hamamatsucho Station

Salary

9 million yen ~ 12 million yen

Refreshed

April 23rd, 2025 11:00

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

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.

Employment Type:

Full-time

Location:

Tokyo Office

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 Hamamatsucho and Kobe Sannomiya
- Free coffee & water in the offices

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.

Company Description