



Senior Associate 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

1518413

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

5 million yen ~ 7.5 million yen

Refreshed

February 12th, 2025 12:02

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 Associate Project Management>

Senior Associate Project Management supports the construction process of assigned solar PV parks and/or BESS projects. Generally, starting at the stage of EPC contractor selection and EPC contract negotiation, Senior Associate Project Management aids in monitoring construction progress, budget, and quality by coordinating with various stakeholders. Essential skills include organizational abilities, technical understanding, familiarity with project management tools, and strong communication skills.

Your responsibilities

- Assist in conducting feasibility studies and initial project assessments.
- Help in developing structured project plans, including timelines, milestones, and budget forecasts, to guide resource allocation.
- Support the integration of engineering, design, and construction efforts by facilitating communication and collaboration.
- Assist in the procurement of necessary equipment and materials.
- Ensure compliance with permits, environmental impact assessments, and government regulations in collaboration with senior team members.
- Foster collaboration among contractors, engineers, environmental consultants, and designers to maintain smooth project progress.
- Prepare reports and updates on the project's progress for senior management and stakeholders.
- Help establish and enforce health, safety, and environmental standards.
- Assist in identifying and managing project risks, including creating mitigation plans.
- Support the implementation of quality control measures to meet project standards and performance objectives.
- Participate in project commissioning activities, ensuring proper documentation and hand-over to the O&M team.

Employment Type:

Full-time

Location:

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

Salary Range

5.0-7.5m JPY

Bonus: not applicable

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

Required Skills

Required skills and qualifications

- At least 2-4 years of experience in project coordination or comparable roles.
- A Bachelor's degree in a relevant field (Engineering, Project Management, or related disciplines preferred).
- High proficiency in Japanese and English.
- Competence in MS Office and project management software such as MS Project, Smartsheet, or Primavera.
- Attention to details: Monitor project tasks to ensure compliance with schedules, budgets, and quality standards while identifying potential issues for escalation.
- Technical understanding: Familiarity with renewable energy technologies, construction methods, and grid integration helps in effectively supporting project activities and decision-making.
- Experience in using project management tools: Proficiency in tools like MS Project, Smartsheets, or similar software aids in scheduling, resource tracking, and coordination.
- Strong communication skills: The ability to relay information clearly and concisely to team members, contractors, and stakeholders ensures smooth project execution.

Company Description