



## Project Manager 【hospitality】 【International team】

### Global Property Development

#### Job Information

##### Hiring Company

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

##### Job ID

1521881

##### Industry

Hotel

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards, Chiyoda-ku

##### Train Description

Hanzomon Line Station

##### Salary

7 million yen ~ 10 million yen

##### Salary Bonuses

Bonuses paid on top of indicated salary.

##### Refreshed

April 11th, 2025 09:00

#### General Requirements

##### Minimum Experience Level

Over 3 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

##### Project Manager (Japan)

##### About the Company:

Weave Living is Asia Pacific's leading integrated lifestyle rental apartment developer, owner, operator, and asset manager. Our beautifully designed and professionally managed living options include multifamily apartments, luxury serviced suites, and private studios in wholly owned buildings in prime city centre locations. We pride ourselves in bringing hassle-free city living experience to our residents delivering fantastic value. Our properties are home to global citizens who rave about our fully furnished, design-led living spaces, amazing, shared spaces, state-of-the-art technology, luxury amenities, unmatched

service, and most importantly a vibrant community led by our very own brand ambassadors. Our current AUM on a fully invested basis is c. USD 3.3 billion with over 2,300 units spread across APAC's key gateway cities. We are rapidly expanding in the region with Japan and Korea as key target markets, to complement our existing presence in Hong Kong and Singapore.

**About the Role:**

We are looking for an experienced and self-motivated team player to join our Japan Team to oversee the renovation and management of our newly owned properties in Japan. This role will be based in our Tokyo office, with support from our Hong Kong headquarters.

**Responsibilities Include:**

- Manage FF&E procurement and renovation projects including project planning, budgeting, design, procurement and tendering, renovation and project close out
- Carry out detailed checking / make comments on construction documents such as drawings, specifications, contracts etc.
- Lead, manage and coordinate with other teams, stakeholders, consultants, contractors and suppliers throughout the project
- Manage and monitor project works to ensure they are up to project progress, cost, and quality, including delivery of forward purchase properties working closely with local developer partners
- Provide extensive support to pre-opening property operation team and Senior Team on project delivery and handover
- Preparing progress & costs reports, proposals and other business development activities

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**Required Skills**

**To apply, please include the most recent version of your English CV/resume.**

**Requirements:**

- At least a fluent Japanese speaker with good working knowledge of English to a reasonable level of proficiency
- Degree holder in Architecture/Interior Design/ Building/ Civil Engineering/Construction Management (or equivalent)
- Over 5 years relevant working experience in project management, preferably in residential/ service apartment/ hotel projects with consultancy or developer
- Experience in refurbishment, interior fit out, procurement etc
- Familiar with local building code and regulations
- Responsible, self-motivated, detail oriented and able to work under pressure, to tight schedule and meet deadlines
- Strong in communication, organization, time management, inter-personal skills. Able to multi-task, meet deadlines, be proactive and able to work in a team environment.

**Benefits:**

- Excellent company culture with ability to work internationally
- Competitive base compensation and bonus scheme
- Domestic and International travel
- Company-wide outings and retreats

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**Company Description**