



Project Administrator (IT / Data Center Infra projects)

Projects for a big-5 Global Tech Giant!

Job Information

Hiring Company

EIRE Systems K.K.

Subsidiary

EIRE Systems K.K. / エイラ システム 株式会社

Job ID

1522546

Division

Consulting Services - Project Management

Industry

Internet, Web Services

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Chiba Prefecture, Inzai-shi

Train Description

Keisei Line, Chiba New town chuo Station

Salary

6 million yen ~ Negotiable, based on experience

Refreshed

February 18th, 2025 17:40

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

EIRE Systems is a leading provider of IT solutions and Project Management consulting services. We're presently seeking to

hire a **Project Administrator** to support the IT and telecoms infrastructure components of some major data center construction, expansion and 'Day 2' change projects.

Role Overview:

The **Project Administrator** will work behind the scenes to support the project managers and project teams to complete projects, focusing on administrative tasks such as, document controls, preparing status reports, processing invoices, tracking budgets and expenditure, liaising with vendors, coordinating schedules, drafting SOWs and work orders, processing vendor security access paperwork, managing contracts with suppliers and subcontractors, etc.

Key Responsibilities:

- **Documentation:** Organize contracts, drafting Statements of Work (SOWs), work orders, project schedules, change management requests/approvals, and other key documents.
- **Financial Tracking:** Process invoices and track project expenditures to maintain budget alignment. Assist in the preparation of budget reports and financial summaries.
- **Contract & Procurement:** Assist in managing contracts with suppliers and subcontractors.
- **Coordination & Scheduling:** Support project timelines, track milestones, and ensure deadlines are met.
- **Vendor Liaison:** Manage vendor communications, security access paperwork, and deliveries.
- **Reporting:** Prepare and submit regular project status updates for stakeholders.
- **Compliance:** Ensure adherence to regulatory and quality standards.

Required Skills**Required Language Skills:**

- **English:** Fluent/Native-level proficiency - ability to work with and produce professional level documentation and reports for global project stakeholders.
- **Japanese:** Business level proficiency - ability to communicate effectively with vendors and other external project stakeholders using Japanese.

Required Qualifications:

- Bachelor's degree in IT, Project Management, or related field (or equivalent experience).
- 3+ years of project administration experience, ideally in IT, telecoms, infrastructure or construction.
- Knowledge of procurement, contracts, and vendor management.
- Proficiency using standard office apps, document management and project management software tools.
- Strong organizational, communication, and multitasking skills.
- Ability to work in a fast-paced environment with tight deadlines.

Nice-to-Haves:

- Knowledge of data center operations and IT infrastructure.
- Experience with data center construction or IT infrastructure projects.
- Project management related qualifications (e.g. CAPM, PMP, Prince2 or similar).

Company Description