



## Procurement (real estate/furniture/project manager)

### Excellent company culture

#### 募集職種

#### 採用企業名

Weave Living Japan K.K.

#### 求人ID

1489860

#### 業種

デベロッパー・ハウスメーカー・建設

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

#### 外国人の割合

外国人 半数

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 千代田区

#### 給与

400万円 ~ 1000万円

#### ボーナス

固定給+ボーナス

#### 休日・休暇

20 paid Annual Leave

#### 更新日

2024年12月25日 10:00

#### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可が必要です

#### 募集要項

**Role: Procurement Manager / Project Manager (Real estate)**

**Location: Based in Tokyo (Otemachi)**

We are looking for a self-motivated team player to join our Project Team. Assist and work closely with teammates on the Furniture procurement for our property projects. Ideal candidate should have a background in furniture procurement, or real estate project management background.

**Responsibilities Include:**

1. Work with designer on design documentation & presentation work including concept design and development, construction drawing review, materials sourcing and selection.
2. Create furniture proposals and handle procurement.
3. Coordination with stakeholders, consultants, contractors on project delivery.
4. Monitor project works to ensure they are executed per design and up to project progress and quality
5. Provide extensive support to the Team on project delivery
6. Preparing proposals and other business development activities

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スキル・資格

**Ideal candidates:**

1. Strong communication skills in written and spoken English, Japanese.
2. Diploma/Degree in Project Management, Logistics, Design, Architecture, Interior Architecture, Interior Design, Product Design or equivalent.
3. Minimum 3 years relevant working experience in projects or procurement.
4. Experience in refurbishment, interior fit out, procurement etc.
5. Responsible, creative, independent, self-motivated and able to work under pressure, tight schedule and meet deadlines
6. Strong in communication, organization, time management, inter-personal skills.
7. Able to multi-task, meet deadlines, be proactive and able to work in a team environment.

**Interested parties please include a copy of your English CV! Thank you!**

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会社説明