



## Project Manager 【hospitality】 【International team】

### Global Property Development

#### 募集職種

#### 採用企業名

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

#### 求人ID

1521881

#### 業種

ホテル

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 千代田区

#### 最寄駅

半蔵門線駅

#### 給与

700万円 ~ 1000万円

#### ボーナス

固定給+ボーナス

#### 更新日

2025年04月11日 09:00

#### 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

流暢

#### 最終学歴

大学卒： 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

#### 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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**スキル・資格**

**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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**会社説明**