Project Coordinator (IT / Data Center Infra projects)

Projects for a big-5 Global Tech Giant!

募集職種

採用企業名
エイラシステム株式会社

支社・支店
EIRE Systems K.K. / エイラ　システム　株式会社

求人ID
1533677

部署名
Consulting Services - Project Management

業種
インターネット・Webサービス

会社の種類
大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合
外国人 半数

雇用形態
契約

勤務地
千葉県, 印西市

最寄駅
京成線、　千葉ニュータウン中央駅

給与
600万円 ~ 900万円

更新日
2025年04月24日 00:00

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
流暢

日本語レベル
ビジネス会話レベル

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

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

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

Role Overview:

The **Project Coordinator** will be part of a team of project managers and support project coordination, 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.
- **Coordination & Scheduling:** Support project timelines, track milestones, and ensure deadlines are met.
- **Vendor Liaison:** Manage vendor communications, security access paperwork, and deliveries.
- **Contracts & Procurement:** Assist in managing contracts with suppliers and subcontractors.
- **Reporting:** Prepare and submit regular project status updates for stakeholders.
- **Financial Tracking:** Process invoices and track project expenditures to maintain budget alignment. Assist in the preparation of budget reports and financial summaries.
- **Compliance:** Ensure adherence to regulatory and quality standards.

Location Environment:

- Work onsite at our client's Data Center facilities in Inzai, Chiba Prefecture, supporting various infrastructure fit-outs, expansions, new construction and major change projects.

スキル・資格

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 / project management support 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).

会社説明