

## Job Detail

Manager Level

Position Title	IT Infrastructure Project Manager
Company Name	EIRE Systems K.K.
Activated / Updated	2024-04-30 / 2024-04-30
Job Type	IT (PC, Web, Unix) - Project Manager IT (Hardware/Network) - Project Manager IT (Other) - Project Manager
Industry	IT Consulting
Location	Asia Japan Tokyo
Job Description	<p>Join our team of Technical Project Managers who provide a wide range of project-based solutions and services to a variety of multinational corporations, helping them to expand or significantly change their technology footprint in Japan.</p> <p>EIRE Systems' IT consulting and project management services have been a key component in the timely delivery of many complex and time-constrained IT infrastructure projects for corporate offices and data center projects. Each project is different, dependent upon the unique needs of our clients.</p> <p>As a professional IT project management consultant, you'll enjoy a variety of challenging project assignments, varying in complexity.</p> <p>Projects such as:</p> <ul style="list-style-type: none"> <li>● New infrastructure technology set-ups and migrations, design and construction management of office networks and data center infrastructure.</li> <li>● Implementing secure network and server -based solutions</li> <li>● Network cabling and machine room design and construction, Wireless Networks, Network equipment installations (Single and multi-site deployments);</li> <li>● On-premise and Cloud-based server set-ups and migrations, email and messaging technology implementations,</li> <li>● Telephony, Audio Visual and Security Systems deployments,</li> <li>● PC and mobile computing hardware refresh and deployment, software upgrades and migrations</li> <li>● and plenty more!</li> </ul> <p>Read more examples on the Case Studies section of our website - <a href="https://www.eiresystems.com/case-studies-all/">https://www.eiresystems.com/case-studies-all/</a></p> <p>【 Language Skills (Required): 】</p> <ul style="list-style-type: none"> <li>● English: Professional level proficiency</li> <li>● Japanese: Intermediate Conversation skills for Business</li> </ul> <p>※ Applicants MUST be resident of Japan and be available to work full-time in Tokyo.</p> <p>【 Technical Project Manager – About the role: 】</p> <p>Working both independently, and as part of a team of Technical Project Managers, IT Infrastructure specialists and IT Support Engineers, you'll be engaged in the following:</p> <ul style="list-style-type: none"> <li>● Project management, project planning and execution management; vendor management</li> <li>● Attending meetings with clients for defining requirements and to conduct site surveys</li> <li>● Supporting design of various infrastructure solutions working closely with engineering teams, vendor and client-side subject matter experts.</li> <li>● Coordinating quotation requirements, helping to define and prepare Bills of Materials, analyzing cost proposals from vendors and preparing and issuing analysis reports and recommendations.</li> <li>● Issuing order forms for hardware/software procurement</li> <li>● Holding status meetings with cabling and hardware vendors, technical project teams and business side project stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>● Communicating and coordinating with client end-users, technical project teams and vendors to ensure smooth delivery of projects, on time.</li> <li>● Proposing solutions for outstanding issues and risk mitigation.</li> <li>● Supervising construction activities on-site and preparing status reports</li> <li>● Organizing required project documents, work permits, site access request forms, etc.</li> <li>● Efficiently manage and maintain network and layout documentation, using various tools such as MS Excel, MS Visio, AutoCAD, or other similar software tools.</li> </ul>
Company Info	<p>EIRE Systems is a leading independent provider of professional IT services to the financial, insurance and multinational sectors in Japan and throughout the Asia Pacific region. EIRE Systems has expertise across a wide spectrum of Information Technologies, with a track record for successfully completing hundreds of projects and IT services assignments since its establishment in 1996.</p> <p>We provide professional IT services, both project-based and ongoing operational support, in two main areas:</p> <ol style="list-style-type: none"> <li>1. IT Services (Managed Services, Remote, On-call and On-site Consultants)</li> <li>2. Project Management Consulting</li> </ol> <p>EIRE Systems provides a wide-range of career choices for internationally-minded technology and support professionals. From the company's small beginnings, EIRE Systems continues to increase its local, regional and global expertise.</p> <p>We have established offices in Tokyo, Hong Kong, Singapore and Shanghai and are reaching further as we grow our presence throughout the Asia-Pacific region.</p>
Working Hours	09:00 - 18:00 Monday to Friday
Qualifications	<p>【 Skills and Qualifications: 】</p> <ul style="list-style-type: none"> <li>● Demonstrable Project Management and Coordination skills and knowledge of methodical approaches to project management.</li> <li>● Relevant Industry certifications such as PMP or Prince2, are desirable but not a pre-requisite.</li> <li>● Japanese language skills. At minimum, be able to communicate using Japanese for coordinating and instructing local Japanese technology service providers.</li> <li>● A track-record of successfully building and supporting a variety of networking, server and end-user computing solutions for mid- and large-scale companies.</li> <li>● Ability to read and understand network topology diagrams and architectural and electrical drawings.</li> <li>● Advanced analytical, critical thinking and problem-solving skills.</li> <li>● Strong inter-personal communication skills; professional in interactions with clients and assertive and persuasive within project team structures.</li> <li>● Excellent time management skills</li> <li>● Proficiency in using Microsoft Excel, Visio, AutoCAD and MS Project</li> <li>● Academic background in Information Technology or related technical/engineering discipline</li> </ul> <p>【 Language Skills (Required): 】</p> <ul style="list-style-type: none"> <li>● English: Professional level proficiency</li> <li>● Japanese: Intermediate Conversation skills for Business</li> </ul> <p>※ Applicants MUST be resident of Japan and be available to work full-time in Tokyo.</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 8000K - JPY 11000K
Salary Description	Social Insurance Commuting/ Transportation Allowance Relaxation Facilities Education/ Training
Holiday Description	Five-Day Workweek Paid Holidays Sick Leave Congratulatory or Condolence Leave

