



**JOB CODE:** GSJ-O-230909-101

Pavilion Operation Manager Japan

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### **THE COMPANY**

The company is an internationally operating group based in Switzerland specializing in event, stadia, and exhibition construction.

The company plans, constructs, rents, and sells temporary and permanent constructions like stadiums, grandstands, bleachers, platforms, stages, pedestrian bridges along with exhibition stands, pavilions and halls for sport and cultural events, exhibitions and trade fairs.

The company was founded in 1941 as a carpentry workshop in Switzerland. In 1958 the company entered the scaffolding sector and in the following year they began with the rental and assembly of grandstands, stages made of wood and steel tubing. Their international expansion grew stronger particularly as of the year 2000. In 2007, the company established the scaffolding sector independently, and since that time has turned its focus towards the event, stadia and exhibition markets.

The company is headquartered in Switzerland with branches in Germany, Austria, Spain, Italy, the United States, Czech Republic, Abu Dhabi and Qatar. The Group employs a permanent workforce with a total of around 350 employees, whereby the personnel capacity is sometimes even doubled for major projects.

They have been already awarded with the construction of the Swiss and Austrian pavilion for the Expo 2025 in Osaka and more projects are to be expected.

### **THE POSITION**

Pavilion Operations Manager Japan will have a very important and responsible function within the Expo team and will be the interface/coordinator between the Operations Manager Expo 2025, Expo 2025 Osaka Association, and the client (official participant), manage subcontractors related to operations of the pavilion.

### **KEY DUTIES/MAIN TASKS**

His/her area of responsibility will cover a broad spectrum including the following key areas:

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- Managing day-to-day on-site operations with all stakeholders (internal and external) according to the company's contractual obligations.
- Project management in the project team with a high degree of personal responsibility.

- Ensuring and monitoring the qualitative, economic, and deadline goals.
- Service-oriented and technically experienced contact person for the client throughout the preparation phase and the duration of the expo.
- Coordination with authorities and contractors related to pavilion operations.
- Technical and Scope clarification and award of subcontractor services as well as negotiations with suppliers.
- Active and professional coordination of an interdisciplinary project team.
- Monitoring subcontractor activities during the operation period.
- Monitoring all pavilion functions in order to make sure it is running properly.
- Representing the company as a pavilion Manager and showing hospitality to the visitors.
- Working closely with Government staff to fulfil their demands in terms of the pavilion programs.
- Monitoring Pavilion Logistics and coordinating all pavilion needs with subcontractors.
- Responsible for the pavilion operation plans.
- Responsible for the pavilion team and function.
- Responsible for the pavilion Health and Safety rules and regulations.
- Responsible for the pavilion events management together with subcontractors.
- Responsible for the Client's transportation and accommodations.

#### **QUALIFICATION, SKILLS AND COMPETENCIES**

- University degree and/or manager with at least 5 years of project management in the event field experience.
- Strong knowledge of:
  - o Preparing and monitoring project schedule,
  - o Correspondence with the client and different project disciplines.
  - o Cost Controlling and Management.
  - o Media services.
  - o Event planning/organizing.
  - o Commercial activities (food and beverage services, merchandise sales).
  - o Transportation and accommodation.
- Ability to manage and supervise the staff working at the pavilion.
- Ability to use MS Office.
- Ideally well connected in the field of event organizing, restaurant/café/catering industry, staffing (attendants, securities, etc.), event companies, Japanese media services and authorities.
- Experience e.g., in project management, project development, international trade, etc.
- Ideally experience in the field of major events (Olympic Games/Expo, etc.).
- Ideally familiar with Arabic countries/culture.
- Ideally, a professional stay abroad in Middle East or in Europe .
- Ideally network in Osaka.
- Strong verbal and written communication skills and a goal-driven personality.
- Excellent listening skills, creative and solution oriented.
- Passionate, enthusiastic, and able to work in a team environment.
- High customer-orientation and business acumen.
- Autonomous, proactive problem solver motivated by bottom-line results and challenges.
- Excellent communicator with good project management skills.
- Japanese (native), and English (business fluent) would be desirable.
- Preferably based in Osaka.

#### **ADDITIONAL INFORMATION**

The candidate should be a "hands on" person with a "can do" attitude, comfortable with working towards targets and objectives and with operation in the Japanese and international business environment.

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**Position:** Pavilion Operations Manager Japan

**Location:** Osaka

**Remuneration:** JPY 8 - 10 m

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