



## Site Runner (Full Time or Part Time)

**Location:** Kawagoe-shi & Asaka, Saitama, Japan  
**Industry:** Events/Sports/Architecture/Design/Construction  
**Job Title:** Site Runner  
**Contract Type:** Part Time or Full Time (Fixed term for 5 months with a possibility of extending)  
**Working Hours:** Flexible  
**Salary:** Negotiable  
**Start Date:** ASAP  
**Number of Positions:** 2

### About Us:

NES is the Japanese branch of ES Global Ltd, providing temporary event structures across Japan. The company is currently expanding, and there is plenty of opportunity for Japanese/English bilinguals within our team. This position will be primarily based in Kawagoe-shi (1 role) & Asaka (1 role), Saitama-ken, working with our subcontractors and talented global team to make great events happen.

### Role Description:

- Working as a site Runner, you will be responsible for facilitating the local purchases and collections for our Project Managers, Site Supervisors and subcontractors.

### Key Responsibilities:

- Collating daily purchase requirements
- Driving to collect and deliver purchases when required
- Basic level interpreting and translating
- Assisting Project Managers
- Comfortable with travelling to/working on construction sites and working outdoors

### Essential Requirements:

- English: Fluent/conversational - written and spoken
- Fluent/business level (N1/N2 level – no formal qualification needed but high Japanese ability is required) in Japanese – written and spoken
- Must currently reside in Japan
- Clean Drivers Licence (Japanese or International Permit)

### Skills:

- Computer literacy in Microsoft Office
- Problem solving skills
- Organised and motivated
- Internationally minded

### Apply to join our team!

To apply, please submit your CV/resume to [hanag@esglobalsolutions.com](mailto:hanag@esglobalsolutions.com)

Our head office is in Tokyo, Minato-ku.

This is an exciting position that covers a wide range of ground and is an excellent fixed term opportunity for those looking for a career in the events industry.