



## Project Manager / プロジェクトマネージャー

### Marketing Advertising Company

#### Job Information

**Recruiter**

Ahead Japan

**Hiring Company**

Marketing Advertising Company

**Job ID**

1011115

**Industry**

Advertising, PR

**Job Type**

Permanent Full-time

**Location**

Chiba Prefecture

**Salary**

6 million yen ~ 8 million yen

**Refreshed**

April 11th, 2025 00:00

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

##### Project & Campaign Management

- Develop and manage project plans, ensuring all deliverables align with client objectives, timelines, and budgets.
- Oversee the execution of integrated B2B campaigns, including PR, content marketing, paid media, digital, and events.
- Coordinate with internal teams (PR specialists, content writers, designers, and digital marketers) to ensure seamless project execution.

##### Monitor KPIs and adjust strategies to optimize results.

- Client Communication & Relationship Management
- Serve as the primary point of contact for clients, managing expectations and ensuring transparency.
- Lead client meetings, providing updates on project progress, insights, and next steps.

- Gather and incorporate client feedback, making necessary adjustments to ensure success.
- Maintain long-term relationships by delivering high-quality work that drives client satisfaction.

#### Cross-functional Coordination & Resource Management

- Work closely with account managers, strategists, and creative teams to ensure projects run smoothly.
- Manage workloads and allocate resources efficiently across projects.
- Identify potential bottlenecks and proactively resolve them.

#### Budget & Timeline Oversight

- Track project budgets and ensure campaigns remain within financial parameters.
- Monitor deadlines, identifying risks early and taking corrective action to prevent delays.
- Ensure accurate reporting on financials, project milestones, and campaign performance.

#### Quality Control & Performance Analysis

- Review and approve content, press releases, marketing materials, and digital assets before client delivery.
- Conduct post-campaign evaluations, analyzing performance metrics and ROI.
- Provide insights and recommendations to improve future projects and agency processes.

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### Required Skills

- Strong understanding of B2B marketing, PR, and digital strategies (content marketing, SEO, paid media, media relations, etc.).
  - Proven ability to manage multiple projects, deadlines, and stakeholders simultaneously.
  - Exceptional communication and presentation skills.
  - Experience using project management tools (e.g., Asana, Click-up, Monday.com, or similar).
  - Analytical mindset with the ability to measure and optimize campaign performance.
  - Team player with a proactive, problem-solving attitude.
  - Experience working with global clients and cross-functional teams is a plus.
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### Company Description

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**We know that who you work with matters.**

#### Think of Ahead - think of your future.

Ahead Japan is an executive search firm changing recruitment in Japan and the APAC region. Headquartered in Tokyo, we assist SMEs and multinational corporations in their hiring needs with our extensive network of bilingual professionals. Ahead specializes in function-based recruiting in the areas of IT, Marketing, Finance & Accounting, and Office Administration.

Here at Ahead, we know that who you work with matters. We help you think positively and move forward. For our clients, we are dedicated to helping you build a strong workforce and assure you we'll find the best candidate for the job. For our candidates, we are focused on supporting your ambitions and placing you in a position that reflects them. So whether you are a client or a candidate, when you think of Ahead, think of your future.

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