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Application Project Manager

Job Information

Temp Agency
Randstad K.K., Professionals

Job ID
1461699

Industry
Automobile and Parts

Job Type
Contract

Location
Tokyo - 23 Wards

Salary
7 million yen ~ 10 million yen

Refreshed
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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent

Minimum Japanese Level
Daily Conversation

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

- Manage cross-function project activities, coordination between IT Work streams. Organize information with/from work-streams and delivery teams.

- Understand interdependencies between technology, operations and business needs.

- Create and track scope of work, timeline, milestones, budgets and activities for Factory o Future (FoF) Programs

- Mange the deadlines and push respective team and external suppliers to ensure achieve the timelines.

- Deliver appropriate and effective executive level communication and meeting plan

- Manage project and program issues and risks to mitigate impact to baseline

- Prepare reports for steering committee and Management

- Facilitate Meetings, prepare workshops with Business, IT and external suppliers

- Manage internal and external program communication

- Set-up and manage reporting within IT Organization

- Create news articles and communication to line organization

- Create and manage communication & meeting plan

- Provide guidance for interns and trainees

Required Skills

- Strong customer facing skills

- 4 to 7 years of experience in PM/PL activities within a global organization

- Strong leadership, diplomatic and motivational skills including the ability to lead up, across and down multiple business and technology organizations

- Proven ability to work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence

- Experience working both independently and in a team-oriented, collaborative environment

- Knowledge of project management tools and techniques

- Computer skills: Had prior hands on experience in any of Programming language (.Net or Java), DB scripts.

- Basic knowledge of IT architectures

- Good prioritization skills, to balance key priorities

- Strong analysis and critical thinking skills

- Experience with program co-ordination/administration

Company Description