



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

November 26th, 2024 04:00

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 of Future (FoF) Programs
- Manage 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
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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
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Company Description