



Project Manager | クリエイティブ業界：グラフィックデザイン、ウェブサイト開発、コンテンツ製作、イベント計画

プロジェクトマネージャー: Drive Creative Success!

Job Information

Hiring Company

Custom Media K.K.

Subsidiary

Custom Media

Job ID

1480075

Division

Studio

Industry

Digital Marketing

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

Negotiable, based on experience

Refreshed

January 2nd, 2025 04:00

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

Summary

Custom Media is an award-winning integrated digital marketing agency based in central Tokyo. With over 15 years of experience in the Japanese market, we offer full-service, integrated marketing solutions that unite data with creativity, and we harness local and international expertise to bridge the gap between Japan and the world.

We are seeking a talented and experienced Project Manager to join our dynamic agency. The ideal candidate will have a strong background in managing creative projects from inception to completion. This role is critical in managing client relationships, coordinating with internal teams, and ensuring timely delivery of high-quality projects. You will need to be highly organized, proactive, and capable of thriving in a fast-paced, dynamic environment.

Responsibility

- Manage end-to-end project cycles for a variety of creative initiatives, including graphic and digital design, website development, content creation, and event production.
- Utilize project management tools to assign resources, monitor progress, and ensure efficient project delivery within budget and scope.
- Conduct regular client meetings and presentations, maintain project documentation, and provide timely updates on project status.
- Foster strong client and team relationships, supporting the Creative Director in ensuring project alignment and success.

Working Hours

- 9:30am to 6:30pm Monday to Friday
- Work from home and/or office flexibility

Compensation and Benefits

- Attractive salary negotiable based on experience
- Professional career and life coaching, training, mentoring
- Generous company share appreciation rights scheme
- Full exposure to all aspects of our business
- Friendly, comfortable environment at a central office in Kamiyacho
- Transport allowance
- Work from home allowance
- Social insurance and benefits
- Paid vacations

Required Skills

Key Qualifications

- At least 3 years of experience in project management within a creative agency environment, demonstrating an ability to manage multiple projects in a dynamic setting.
- Native Japanese speaker with excellent command of English, capable of effectively communicating in a multicultural environment.
- A quicker learner, able to work and think independently and flexibly
- Ability to prioritize, allocate and oversee multiple projects with sound judgment
- Self-driven, adaptable and maintains goal-oriented and positive mindset
- Strong organizational skills, detail-oriented, and capable of working independently and flexibly to meet deadlines.
- Proficient in using project management tools and technology, with a proactive and team-oriented approach to work.

Education

- Bachelor's degree in Business, Marketing, Project Management, or related field preferred.
- Desirable: Industry certifications (e.g., PMP, CSM, PMI-ACP, PRINCE2 Practitioner, or CAPM).

Company Description