

【TOP GLOBAL COMPANY】 EC - Project Manager

【TOP IT】 EC - Project Manager

Job Information

Recruiter

Michael Page

Job ID

1485670

Industry

Retail

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Work Hours

休日 : Weekends/Holidays 勤務時間 : 9:00-17:30

Refreshed

July 5th, 2024 17:45

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

We are hiring a Project Manager to oversee the planning and execution of organizational events, manage regulatory requirements, and improve operational processes. Responsibilities include coordinating with departments, monitoring progress, troubleshooting issues, and maintaining accurate project documentation.

Client Details

A global leader in e-commerce, fintech, digital content, and communications, renowned for its innovation work environment. Join us to be part of a forward-thinking company that offers vast opportunities for growth and development in a diverse and inclusive culture.

Description

- Plan and oversee organizational events to ensure smooth execution.
- Handle administrative tasks related to licensing and compliance.
- Coordinate with departments to meet project timelines and objectives.

- Develop processes to improve efficiency and effectiveness.
- Monitor project progress and update stakeholders regularly.
- Troubleshoot and resolve issues during project execution.
- Maintain accurate records and documentation.
- Support other administrative and operational tasks as needed.

Job Offer

- Hybrid working style

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Liao at +81 3 6832 8607.

Required Skills

- Proven experience in project management, event coordination, and administrative roles.
 - Strong organizational and multitasking skills.
 - Excellent communication and interpersonal skills.
 - Detail-oriented with strong problem-solving skills.
 - Able to work independently and in a team.
 - Business level Japanese
 - Business level English
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Company Description

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