



Project Manager

Job Information

Recruiter

[iWill Capital G.K.](#)

Hiring Company

Our client is revolutionizing in-vehicle audio

Job ID

1485933

Industry

Automobile and Parts

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 12 million yen

Refreshed

July 10th, 2024 17:15

General Requirements

Minimum Experience Level

Over 6 years

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

Job Description:

- Manage the development scope, schedule, quality, budget, and other aspects of in-vehicle audio products.
- Efficiently communicate, regardless of language (English or Japanese), with cross-functional teams, vendors, partners and customers to achieve development project goals.
- Report project status, risks, and issues to project stakeholders, including senior management, and provide regular status updates.
- Conduct development progress management, task and resource allocation, development cost management, and manage risks and issues.

- Create and maintain project documents such as project plans, schedules, budgets, and regular reports.
 - Adhere to automotive industry standards and processes, such as ASPICE, PPAP, IATF.
 - Participate in project reviews, retrospectives, and continuous improvement activities to enhance project management processes and practices.
 - Conduct administrative work across projects. 75% as a project manager; 25% as an administrator for other project managers. This includes handling shipping documentation, quality documentation, project requirement documentation, regular project status reports, project data input, etc.
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Required Skills

Requirements:

[Essential Skills and Experience]

- Experience in project development scope definition, schedule management, risk management, stakeholder management, and budget management.
- Excellent communication skills in both English (e.g. TOIEC 600+) and Japanese, with the ability to effectively communicate with a wide range of internal and external stakeholders.
- Ability to use Microsoft 365 to create and maintain project documentation, including project plans, schedules, budgets, and reports.

[Preferred]

- Experience in software and hardware development in the automotive industry is desirable.
 - Understanding of automotive industry standards and processes such as ASPICE, PPAP, IATF is desirable.
 - Possession of project management-related certifications (e.g., PMP, ACP, Certified ScrumMaster) is desirable.
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Company Description