



## Project Associate & Innovation Consultant, CIC Institute

### Job Information

**Hiring Company**
[CIC Japan G.K.](#)
**Job ID**

1490843

**Industry**

Think Tank, Research Institute

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

February 17th, 2025 08:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

We are seeking a motivated Project Associate to join our consulting firm, which specializes in providing innovation services to technology companies and government agencies. The successful candidate will be responsible for supporting Project Managers to manage projects with better quality that drive innovation, from strategy development to execution. This role requires a good understanding of technology trends, project management methodologies, and the ability to work with diverse stakeholders.

#### ABOUT CIC

CIC builds and operates a global network of innovation campuses where startups, scale-ups, corporations and public entities connect, work, and grow. Founded in 1999 in Cambridge, Massachusetts, CIC manages more than 111,000 square meters of innovation-focused workspace, laboratories, and event space across North America, Europe and Asia. Additionally, CIC develops innovation-related programming, builds and enables industry clusters, and provides world-class innovation consulting.

#### ABOUT CIC INSTITUTE

CIC Tokyo, opened in October 2020, is our first Asian site, uniquely positioned in the Minato-ku business district as a leading innovation hub in Japan. Spanning 6,000 square meters in the Toranomon Hills Business Tower, it offers expansive

workspace for over 250 companies focused on growth and global expansion. Esteemed for its impact on startups and innovation, CIC Tokyo frequently hosts VIPs like Prime Minister Kishida and Governor Koike, and is acclaimed as a prestigious center for new businesses and startups in Japan.

CIC Institute is a division of CIC that carries out startup and innovation related projects to support startups and develop innovation ecosystems, using both knowledge and the global network of CIC. The Institute currently does its work taking on events, community building, and consulting projects that support innovation, collaboration, and a stronger innovation ecosystem in key industries and geographies.

## YOUR DAY-TO-DAY WORK

The Project Associate at CIC Institute will focus on strategically expanding CIC Platform influence and business operations in Japan. As a Project Associate, you will work with all stakeholders involved and will need to coordinate and liaise with all internal and external stakeholders based throughout the CIC network. This includes, but not limited to, expanding our projects to private sectors, creating new innovation clusters for industries across CIC network, expanding CIC Institute's market access services to new industries and the East Asian market, creating new innovation products and services that can scale throughout CIC network.

Potential responsibilities will include:

### **Project Support & Coordination:**

- Assist in the development and management of project plans, timelines, and budgets to support successful project delivery.
- Support the definition of project scope, goals, and deliverables in collaboration with senior management and stakeholders.
- Help monitor project progress, identify potential risks, and assist in implementing strategies to keep projects on track.

### **Client Support & Relationship Building:**

- Assist in drafting plans for new projects and support proposals to potential clients.
- Serve as a support point of contact for clients, ensuring clear communication and understanding of project objectives.
- Help build and maintain relationships with key stakeholders in technology companies and government agencies.
- Participate in regular meetings with clients to review project status and assist in addressing concerns.

### **Team Collaboration & Learning:**

- Collaborate with project teams, including internal consultants and external partners, to support project objectives.
- Contribute to a collaborative work environment that encourages creativity, innovation, and knowledge sharing.
- Learn from senior team members and seek opportunities to develop your skills.

### **Quality Assurance & Reporting Support:**

- Assist in ensuring that all project deliverables meet quality standards and client expectations.
- Support the preparation and presentation of regular project status reports to clients and senior management.
- Participate in post-project evaluations to learn from lessons identified and areas for improvement.

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## Required Skills

### ABOUT YOU

You are a professional with a complementary set of skills and style to represent CIC to prospective partnerships and support current clients at the highest levels of service. You are an articulate and ethical individual who has strong written and verbal communication, organizational skills, and time management skills.

As an ideal candidate you are highly detail-oriented and organized, with strong communication skills and the ability to effectively manage time and projects. You're personable, adaptable to fast-paced environments, and comfortable treating everyone equally, with a creative flair for innovating in marketing and community building. Most importantly, you enjoy researching up-to-date industry updates, cutting-edge technologies and the startup ecosystem.

More specifically, we are looking for someone who possesses the following characteristics:

- A motivated individual with a solid work ethic, eager to learn and capable of handling multiple tasks while maintaining attention to detail.
- Possesses good communication skills, with experience in creating presentations for potential customers.
- Familiar with working in teams and supporting partnership and stakeholder management, as well as community development efforts.
- Experience in assisting with project coordination in consulting environments, with some exposure to drafting business plans and proposals.
- Capable of supporting multiple projects simultaneously and willing to take on increasing responsibilities over time.
- Eager to gain a deeper understanding of innovation processes, technology trends, and industry regulations.
- 2+ years of project management experience, preferably in a consulting environment or related industry.

### YOU HAVE

- Developing project management skills with experience in supporting the implementation of cross-functional programs.
- Strong communication and interpersonal skills, with the ability to engage effectively with diverse audiences.
- Eager to support startups and contribute to innovation initiatives.
- Fluent in English and Japanese.

Expectations include:

- Strategic thinker with a proactive approach to problem-solving.
- Great communication skills and team work.
- Taking responsibility and ownership of assigned tasks.
- Exceptional leadership and team-building skills.

- Adaptability and resilience in a dynamic global business environment.

**OUR OFFER**

- Competitive salary, commensurate with experience.
- Permanent contract.
- Commuting / Transportation allowance.
- Massage session once a month.
- Allocated budget for training (customized to specific requirements of the role and organization's objectives).

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Please submit your application in English. Thank you!

CIC welcomes all candidates regardless of race, color, ancestry, gender identity or expression, religion, national origin, sexual orientation, age, citizenship, marital status or disability. We are proud to be an equal opportunity employer.

Measures against passive smoking: No smoking indoors allowed. Smoking is not permitted outside of designated areas.

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Company Description