



## Project Management Associate

戦略コンサルタントのご経験のある方は歓迎です。

### Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

非公開

**Job ID**

1500416

**Industry**

Advertising, PR

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 9 million yen

**Holidays**

【有給休暇】有給休暇は入社時から付与されます 有給休暇 付与日数：13日～20日 入社時の年齢により付与日数決定。入社時期に...

**Refreshed**

March 27th, 2025 08:01

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

【求人No NJB2246713】

Our Project Managers enable and execute great work in the smartest way possible. We are passionate about transforming ideas into results as we constantly negotiate, organize and understand the fast evolving landscape of marketing across traditional and digital marketing and data and technology.

To help with this we're looking for a Project Manager to support the health and quality of a large scale pharmaceutical client program focusing on profitability, operational and delivery efficiency, risk mitigation and resolution. The Project Management Team serves as a key team of the account. It is a key partner to the Client Lead in driving operational strategy, process, organizational design and cross collaboration across Publicis Groupe network, serving as PMO to the business.

To succeed you will need to be a strong leader proactive have a passion for operational efficiencies be able to break down barriers to service the client by bringing talent to task while maintaining a strong relationship with agency sister agencies across the network clients and third party partners.

Sound like you · Read on.

As a Project Manager you will:

- Support the Project Management lead in delivering project outcomes
- Develop and instill process workflows and tools that support the profitable delivery of client work.
- Collaborate with other national discipline leads to help define our capability offering and our best practices bringing the best talent to the task
- Setting up projects for success (right team properly planned client alignment)
- Refinement of operating model from an internal and external perspective; including optimizing ways of working
- Facilitate track and monitor programs activities roadmaps and scope
- Ensure internal stakeholders are kept apprised of program status
- Demonstrate strong written and oral presentation skills and lead internal trainings

Day to day your role includes:

- Problem solving program and project issues; assisting teams in resolution and successfully leading cross capability teams to develop risk mitigation plans
- Working with capability leads to understand business needs and helping identify and solving staffing mix issues to meet business goals
- Working with clients to establish best practice processes that meet client business needs
- Demonstrating the ability to deliver constructive feedback while outlining and facilitating development plans where needed
- Experiencing something new every day

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## Required Skills

### ■Qualifications

We're looking for strong impactful work experience which typically includes

- Language Requirements: Native Japanese
- Living in Tokyo or near by area for commute and client meetings
- Project Management Marketing or related experience
- PMP and/or CSM Certification (or desire to get this) is a bonus
- Working knowledge of enterprise tools (JIRA MS Project Excel PowerPoint)
- Omnichannel experience with a demonstrated strength in digital and contents/film; Pharma experience (restricted marketing) is highly regarded as your job will be in this field
- Experience in working with large scale client businesses with multiple agency partners in an integrated model
- Knowledge or understanding the communication protocol with agency creative production media data and strategy team

You are the right person if you:

- Demonstrate grit and extreme ownership
- Exude positivity
- Aren't afraid to share your ideas
- Meet problems head on and view them as opportunities
- Are self reliant and motivated
- Clear and concise communication style particularly in written form.

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## Company Description

ご紹介時にご案内いたします