

**MichaelPage**

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【Bilingual】IT Project Manager／～10M @Global company

**IT Project Manager**

## Job Information

**Recruiter**

Michael Page

**Job ID**

1506202

**Industry**

Internet, Web Services

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

2.5 million yen

**Work Hours**

9:00-18:00

**Refreshed**

November 22nd, 2024 15:15

## General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Daily Conversation

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

We are recruiting for a team that manages Privacy, Data Governance, and Information Security, collaborating with various internal teams on projects to establish new tools, processes, and policies. To support their growing project portfolio, this team is seeking a Project Manager with general IT Project Management skills to join their team and oversee projects within the department.

**Client Details**

This major Japanese technology conglomerate, operates the largest e-commerce platform in Japan, offering a marketplace for merchants to create customizable storefronts. Beyond online retail, it has diversified into financial services, digital content, and telecommunications, creating a robust ecosystem that enhances customer loyalty through its innovative points system.

**Description**

- Define, initiate, and manage projects to successful completion.
- Create detailed plans for delivering scope and requirements.

- Ensure clear documentation and agreement on project scope, requirements, changes, and closure.
- Report project status regularly to the Project Sponsor and stakeholders.
- Manage project risks, issues, assumptions, and dependencies, ensuring minimal business impact while adhering to the company's project management standards.

**Job Offer**

- Contract period: Expecting long-term employment
- Off : Weekends/Holidays
- Work Hours : 9:00-17:30 \*Break : 12:00-13:00

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Hikari Takamura on +813 6832 8903.

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**Required Skills**

- Proven success in Project Management
  - Proficient in both Japanese and English
  - Expertise in risk, issue, assumption, and dependency management throughout project life cycles.
  - Skilled in project management tools, methodologies, and best practices.
  - Strong organisational, prioritisation, and time management skills with the ability to work under pressure.
  - Excellent stakeholder management, communication, and conflict resolution abilities.
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**Company Description**

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