Systems & Process Improvement Manager 👍 Exclusive job

Work-life balance, friendly environment!

Job Information

Hiring Company
systemsGo Corporation

Job ID
1506959

Industry
IT Consulting

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Minato-ku

Train Description
Nanboku Line, Azabu Juban Station

Salary
5 million yen ~ 8 million yen

Hourly Rate
Great work-life balance

Work Hours
Mon-Fri 9am-6pm

Holidays
Starts at 13 days/yr paid leave, increases each year until 22/yr

Refreshed
December 26th, 2024 05:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level
Daily Conversation

Minimum Education Level
Technical/Vocational College

Visa Status
Permission to work in Japan required

Job Description

Responsibility

- Drive process simplification, standardization and automation through cross-functional collaboration including all

activities necessary to define, measure, analyze, improve, and control a new process or solution.
- Conduct interviews and facilitate workshops with business stakeholders to formulate strategy, define internal needs, validate requirements and proposed changes to business processes and operating models.
- Develop process simplification and improvement procedures as well as monitor and report out process performance and adoption across the organization.
- Collaborate and analyze current process standards and metrics to provide solutions for improvements while updating and maintaining documentation on process improvements and performance utilizing continuous improvement principles.
- Perform data gathering, root cause analysis, demand analysis and performance trending to develop appropriate process control changes.
- Serve as a change agent for transitioning business stakeholders to new ways of working.
- Tracking progress: constantly gather data to determine how well a new system works, then use that information to make changes over time.
- Documenting system details: Before they can make improvements, you need to understand the details of an existing system. To collect data about current procedures, outputs and metrics to develop a baseline of how the company works.
- Identifying relationships between systems: develop a holistic understanding of how a company works by learning how changes in one system may impact other parts of the business.
- Provide education and training on changes, updates, and improvements for guidelines, processes, and procedures to stakeholders and management.
- Help with mentoring other team members.
- Maintain the governance and quality of all process deliverables in a centralized process map repository.
- Track, measure, analyze, and report on performance on a regular basis to determine areas of improvement and assessment against goals.

Required Skills

Qualification

- 5+ years' experience developing and maintaining effective CRM and Accounting systems for technology companies.
- Excellent communication skills in English. Fluency in either Mandarin and or Japanese will carry great advantage in the evaluation process.
- Knowledge of Salesforce and NetSuite

Soft Skills

- Self-starter, quick learner, self-motivated, proactive beyond your duty
- Strives to be objective and reflects on their own biases when making decisions
- Identifies when the impact of their decisions could or will impact others and appropriately pulls in the right stakeholders for either transparency or help in the decision making process
- Leadership traits to foster a team culture of cooperation and collaboration. Creates a feeling of succeeding and failing together.
- Actively solicits feedback from team on what is and isn't working across the team and with their own management to take right action

If interested, please send your CV to Daria.Tang@systemsgo.asia

Company Description