



## IT Project Manager (English only Ok!)

**No Japanese required**

### Job Information

#### Temp Agency

Randstad K.K., Professionals

#### Job ID

1507735

#### Industry

Other (IT, Internet, Gaming)

#### Company Type

Large Company (more than 300 employees) - International Company

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

5 million yen ~ 9 million yen

#### Refreshed

January 1st, 2025 05:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Fluent

#### Minimum Japanese Level

None

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

As a Project Manager you will be responsible for overseeing the planning, execution, and completion of various projects within our organization. You will work closely with cross-functional teams, ensuring that projects are delivered on time, within scope, and within budget. Your role will involve coordinating resources, managing stakeholders, and mitigating risks to ensure project success.

#### Mandatory skills :

1. Project Management: Proven experience in successfully managing end-to-end project lifecycles.
2. Leadership: Ability to lead cross-functional teams, set clear goals, and motivate team members to achieve project objectives.

3. Communication: Strong verbal and written communication skills. Ability to effectively communicate project updates, issues, and resolutions to both technical and non-technical stakeholders.

4. Problem-Solving: Excellent problem-solving skills with the ability to make quick decisions and resolve issues as they arise during the project.

5. Organization: Exceptional organizational skills to manage multiple tasks and projects simultaneously.

6. Adaptability: Flexibility to adapt to changing project requirements and priorities.

7. Risk Management: Proven ability to identify and mitigate project risks to ensure successful project delivery.

8. Reporting Ability: Exceptional reporting ability for senior executives, providing clear and concise updates on project progress, challenges, and achievements.

9. PPT Design Skills: Proficiency in designing compelling and visually appealing PowerPoint presentations to convey project information effectively.

Good to have :

1. Certifications: Project Management Professional (PMP) or similar certifications would be an advantage.

2. Industry Knowledge: Familiarity with the e-commerce or technology industry.

3. Agile Methodology: Experience in working with Agile methodologies and frameworks.

4. Client-Facing Skills: Ability to build and maintain strong relationships with clients or external stakeholders.

5. Technical Background: Basic understanding of software development or IT infrastructure.

6. Innovative Thinking: Ability to bring innovative ideas to improve project processes and outcomes.

7. Quality Assurance: Knowledge of quality assurance processes to ensure project deliverables meet high standards.

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## Company Description