



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

April 9th, 2025 04:00

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.

Company Description