



## IT Project Manager |12M yen

### Job Information

**Recruiter**

[iWill Capital G.K.](#)

**Hiring Company**

Our client is a luxury retail company

**Job ID**

1515757

**Industry**

Retail

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

9 million yen ~ 12 million yen

**Refreshed**

January 15th, 2025 15:47

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

We are seeking a highly skilled and experienced Front Office Project Manager to join our dynamic team in Tokyo. This role is integral to our Local IS Team (Beauty Tech), where you will play a pivotal role in supporting and deploying Front-Office solutions in Japan's Digital area. You will work with integrated global and regional solutions, including Salesforce Solution, ERP Microsoft AX platform, marketing automation, and loyalty engines.

As a key player, you will collaborate closely with Digital key users to gather highlevel requirements and contribute to the design, testing, and support of FrontOffice applications, ensuring seamless integration with Salesforce, POS, and ERP systems in Japan.

**JOB RESPONSIBILITIES:**

- **Project Management:** Lead and manage projects or sub-projects, maintaining project status and documentation. Coordinate project-related activities, including planning timelines, scheduling meetings, coordinating resources, and tracking performance.
  - **Analysis and Design:** Engage with business users to define and structure requirements. Participate in the analysis, definition, and documentation of requirements. Lead the creation and documentation of detailed solution designs aligned with the existing technical environment.
  - **Application Development:** Collaborate with vendors to convert designs and technical specifications into computer programs, adhering to programming standards and best practices.
  - **Testing and Documentation:** Perform data migration, cleansing, and review of code-related documentation as required.
  - **Technical Support:** Monitor the performance of production applications and provide necessary support. Respond to user inquiries regarding errors, problems, or questions about programs. Train technical support staff to use, test, and support programs.
  - **Program Deployment:** Create deployment packages and related documentation. Facilitate the transition of programs from development to production.
  - **Coordination:** Work with regional and local teams to transfer project ownership towards local support and maintenance.
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**Required Skills****Key Competencies:**

- **Education:** University degree in Computer Science or related field.
- **Language Skills:** Excellent spoken and written Japanese, with fluency in English.
- **Communication Skills:** Strong communication skills, experience working directly with end users, understanding business needs, and translating requirements into solutions. Curious, pragmatic, proactive, and capable of working independently.
- **Organizational Skills:** Structured and able to provide regular and consistent reporting.

**Technical Skills:**

- **Technical Environment:** Understanding of technical environments (MS SQL, BI, etc.) and ability to help structure technical support.
  - **Retail and Digital/CRM Knowledge:** Strong functional understanding of retail business and Digital/CRM topics.
  - **Design Skills:** Ability to structure and formalize requirements with key users and translate them into detailed designs for vendor quotation and development.
  - **Emerging Technologies:** Evaluate and provide thought leadership on emerging technologies. • **Profile:**
  - **Language Proficiency:** Excellent communication skills in Japanese and English.
  - **Project Management:** Ability to manage multiple sub-projects simultaneously.
  - **Adaptability:** Willingness to work in a multi-brand and dynamic organization, interacting with various levels (Local, Regional, Global).
  - **Technical and Business Acumen:** Strong technical skills combined with a deep business understanding in the Front-Office/Digital space, with the ability to support business users effectively.
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**Company Description**