



## 【800～1200万円】 Front Office Project Manager

外資ハイブランドのコスメティックス企業での募集です。IT系プロジェクトマネー...

### Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

外資ハイブランドのコスメティックス企業

**Job ID**

1516863

**Industry**

Daily Necessities, Cosmetics

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

8 million yen ~ 12 million yen

**Work Hours**

09:30 ~ 18:00

**Holidays**

【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 年末年始 完全週休2日制（土・日）、祝日、...

**Refreshed**

April 4th, 2025 02:00

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

【求人No NJB2255708】

【POSITION】

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 high level requirements and contribute to the design testing and support of Front Office 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.

## Required Skills

**[Key competencies]**

- o **Education:** University degree in Computer Science or related field.
- o **Language Skills:** Excellent spoken and written Japanese with fluency in English.
- o **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.
- o **Organizational Skills:** Structured and able to provide regular and consistent reporting.

**[Technical skills]**

- o **Technical Environment:** Understanding of technical environments (MS SQL BI etc.) and ability to help structure technical support.
- o **Retail and Digital/CRM Knowledge:** Strong functional understanding of retail business and Digital/CRM topics.
- o **Design Skills:** Ability to structure and formalize requirements with key users and translate them into detailed designs for vendor quotation and development.
- o **Emerging Technologies:** Evaluate and provide thought leadership on emerging technologies.

**[Profile]**

- o **Language Proficiency:** Excellent communication skills in Japanese and English.
- o **Project Management:** Ability to manage multiple sub projects simultaneously.
- o **Adaptability:** Willingness to work in a multi brand and dynamic organization interacting with various levels (Local Regional Global) .
- o **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.

## Company Description

ご紹介時にご案内いたします