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![Michael Page — www.michaelpage.co.jp]

Project Manager

Project Manager - English Only - OK

Job Information

Recruiter
Michael Page

Job ID
1521209

Industry
Internet, Web Services

Company Type
Large Company (more than 300 employees)

Job Type
Temporary

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

- Global & Flexible Work Environment - Work in an international, flat-structured team with a hybrid setup that supports work-life balance.

- Lead Critical Projects in a Top Tech Company - Manage key projects impacting millions of users worldwide.

Client Details

A leading global technology company specialising in e-commerce, fin-tech, digital content, and cloud services. It operates a diverse ecosystem of online and offline services, serving millions of users worldwide. With a strong focus on innovation, the company fosters a flat and flexible work environment, promoting collaboration across international teams

Description

- Project Management - Create and manage project schedules to ensure timely completion.

- Approval Support - Assist in obtaining release and operation approvals.
- Cross-Team Communication - Facilitate coordination with other teams and stakeholders.
- Status Reporting - Provide project and product updates to managers.
- Billing & Task Management - Prepare monthly billing reports and prioritise engineer's tasks.
- General BAU Support - Handle non-technical business-as-usual tasks.

Job Offer

- English only needed; this an pportunity to work at a leading global tech company, with global team members.
- A flexible, hybrid work environment with a flat organizational structure
- Exposure to large-scale, impactful projects in e-commerce, fintech, and digital services
- Competitive salary and benefits package

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tom Emms on +81 3 6402 1596.

Required Skills

- Strong project management experience with 3+ years in IT project management and the ability to handle multiple projects simultaneously
- Excellent communication and coordination skills, including strong presentation, negotiation, and stakeholder management abilities
- Technical and tool proficiency, with experience using GitHub, JIRA, Confluence, Excel, and PowerPoint
- Accountability and a results-driven mindset, with punctuality, attention to detail, and proactive schedule management

Company Description

We are looking for an experienced Project Manager to join a leading global tech company! You'll manage large-scale infrastructure projects and work with cross-functional teams in a dynamic, hybrid environment.

Requirements:

3+ years of IT project management experience
Proficient in GitHub, JIRA, Confluence, Excel, and PowerPoint
Strong communication, presentation, and negotiation skills
Ability to manage multiple projects simultaneously

What's on offer:

Flexible hybrid work setup
Opportunity to work on global, high-impact projects
Collaborative work with international teams
Competitive salary and benefits package