

MichaelPage

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プロジェクトマネージャー@EC企業

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Job Information

Recruiter

Michael Page

Job ID

1523960

Industry

Internet, Web Services

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Hourly Rate

¥4500 - ¥5500

Refreshed

February 28th, 2025 03:45

General Requirements

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 looking for Program / Project Managers to be responsible for organizing Projects, supporting Programs, initiatives, and activities for IT Infrastructure Department.

企業情報

This company is a large organization within the ECommerce industry, with a strong presence in Tokyo. They are globally recognized for their innovative use of technology and are committed to providing outstanding customer service.

職務内容

Creation of project proposal, charter with agreement of project owner and project sponsor

Creation of project plan, schedule, status execution and monitoring progress. Work with project owner to create timelines, milestones, and tasks

Submission of meeting minutes and weekly/monthly reports to stakeholders

Manage project issues and risk, finding mitigation solutions. Escalate to projects owner

Managing changes to project and reporting to project owner

Sync project updates with project members and vendor

Ensuring project milestones deadlines are met

Optimizing and improving processes where necessary

Perform project closeout; lessons learnt report

Monitor and follow product strategy and roadmap created by Product owner

Ability to use data to understand and improve customer experience

Develop good communication between stakeholders

Defines objectives, KPIs and successes of the product and help everyone involved in the project stay focused Understand infrastructure layers

Able to lead engineers, provide product management support and to guide service owners in order to improve service to users and service efficiency.

Able to handle new engineers and technological topics with a "always learning attitude"

条件・待遇

- Social Insurance
- Work From Home (Hybrid)
- Chance to become permanent employee

応募は、以下の応募ボタンからお願いします。詳細につきましては、Maika Endoにお問い合わせください+81357337160。

Required Skills

Minimum Qualifications:

5+ years proven experience in Project Management

Outstanding communication and presentation skills, written and verbal, to all levels of an organization

Passionate about developing relationships with stakeholders

Strong sense of ownership and operating autonomously

Experience in Atlassian Confluence and JIRA

Business++ English

Company Description

EC企業