

Michael Page

www.michaelpage.co.jp

【Global IT】 Project Manager (EN/JP)

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Job Information

Recruiter
[Michael Page](#)
Job ID

1529311

Division

【Global IT】 Project Manager (EN/JP)

Industry

Retail

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Work Hours

Working time: 09:00-17:30

Refreshed

March 30th, 2025 21:24

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

We're looking for experienced Project Managers to drive complex IT infrastructure projects from planning to completion. This role plays a critical part in strategic project execution, process optimization, and cross-functional coordination with both internal and external stakeholders.

Client Details

A global leader in e-commerce, fintech, digital content, and communications, renowned for its innovation work environment. Join us to be part of a forward-thinking company that offers vast opportunities for growth and development in a diverse and inclusive culture.

Description

- Create project proposals, charters, and plans with clear goals and deliverables
- Define timelines, milestones, and schedules with project owners
- Lead meetings, track action items, and submit regular reports and meeting minutes
- Manage project risks and issues, escalate when needed, and implement mitigation plans
- Monitor and manage project scope, changes, and progress updates
- Sync with project members and vendors to ensure deliverables are on track
- Ensure deadlines are met and drive process improvements
- Oversee project closeouts, including lessons-learned documentation
- Support product strategies and roadmap alignment
- Use data insights to enhance customer experience
- Lead engineers, provide support to service owners, and promote service improvement
- Cultivate strong communication among all stakeholders
- Define project objectives, KPIs, and success metrics
- Embrace continuous learning, especially with new tech and engineering topics

Job Offer

- Working time: 09:00-17:30
- Hybrid working style

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Liao at +81 3 6832 8607.

Required Skills

- Solid project management experience
 - Skilled in communicating clearly across all organizational levels (verbal & written)
 - Proactive and independent with strong ownership mindset
 - Experienced with Atlassian Confluence and JIRA
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Company Description

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