CareerCross by JAC Recruitment

Project Manager|Work From Home|外資系企業での経験歓迎

グローバルな言語サービスのリーディングカンパニー

募集職種

採用企業名
Welocalize Japan 株式会社

求人ID
1521865

業種
通訳・翻訳

会社の種類
大手企業 (300名を超える従業員数) - 外資系企業

雇用形態
正社員

勤務地
東京都 23区, 千代田区

給与
400万円 ~ 550万円

勤務時間
8 hours Mon-Fir, which flex hours

更新日
2025年02月13日 15:59

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢

日本語レベル
ネイティブ

最終学歴
大学卒：学士号

現在のビザ
日本での就労許可が必要です

募集要項

MAIN PURPOSE OF JOB
The Project Manager is responsible for ensuring the successful planning, execution, tracking, delivery and closure of client projects. The Project Manager works with the client to understand requirements and engages the global team in the fulfilment of these requirements, crafting client solutions based on the Welocalize Four Pillars of Customer Service, Quality, Innovation and Global Teamwork.

The ideal candidate is a driven but steady individual, capable of building relationships across the entire project team, with the flexibility and energy to thrive in a dynamic environment.

MAIN DUTIES

The following is a non-exhaustive list of **responsibilities and areas of ownership** of the Project Manager:

- Project planning, scoping, requirements gathering and validation with client.
- Identifying and working with the relevant client and internal stakeholders to plan and resource projects appropriately in terms of quality, cost, and schedule requirements.
- Risk analysis and contingency planning (plan-do-check-act cycle).
- Leading the internal and external team to successful execution and delivery of client projects
- Creating schedule and monitoring timeliness of delivery.
- Managing the budget and controlling project costs.
- Establishing and nurturing relationships with the customer, internal teams and external suppliers.
- Overseeing project activities and ensuring resolution to any problems that may arise (corrective and preventive action).
- Actively seeking ways to optimize delivery, client satisfaction, quality and profitability.
- Reporting, both in written and verbal form (Japanese and English), to internal and external stakeholders regarding Project scope, financials, progress and status, formally and on an ad-hoc basis as required.
- Ensuring finance systems are kept up to date and accurate.
- Process documentation and knowledge management.
- Ensuring profit of project is maintained through the management of margin.

Measures of success

- Delivery of services in line with core KPIs for project management, which include but are not limited to:
- Client satisfaction;
- On-time delivery;
- Cost control and profitability;
- Revenue throughput;
- Client growth.

スキル・資格

REQUIREMENTS

Education Level

- Bachelor's degree (B.A.) from a college or university in related filed.

Experience

- Proven project management experience in a fast-paced, client-centric environment, ideally in the translation or localization industry.
- Knowledge of the translation industry and a keen interest in its technology, process, competitive landscape and emerging trends.
- Demonstrated success at managing large accounts and/or projects.
- Curiosity and creativity to question existing processes and approaches and innovate new ones.
- Proven experience in development of processes and ideas.
- Experience in financial management and budget to actual management.
- Customer relationship management and business development skills to drive organic growth.
- Must be available to travel for work related commitments

Other relevant skills

- Energy and a positive attitude with excellent interpersonal skills.
- The ability to lead large, diverse, virtual teams.
- Excellent Written and verbal communication skills in Japanese and English.
- Strong organizational and problem-solving skills.
- Effective presentation skills.
- Ability to build and maintain strong client relationships
- Ability to manage multiple priorities in a time-sensitive and deadline-driven work environment
- Ability to cope with high pressure caused by one or more project management elements such as quality, turnaround time, resource or budget constraint
- Attention to details
- Ability to learn and master quickly the technology, tools and processes required by the account
- The ability to train a Project Coordinator on projects/processes

会社説明