Job Detail

Manager Level

Position Title	Project Manager - Global E-Commerce
Company Name	Ahead Group
Activated / Updated	2024-03-22 / 2024-03-29
Job Type	IT (PC, Web, Unix) - Project Manager
Industry	Telecommunications/Information Services
Location	Asia Japan Tokyo
Job Description	Responsibilities: Develop project proposals and charters in collaboration with project owners and sponsors Create comprehensive project plans, schedules, and status reports, while monitoring progress and executing according to timelines Facilitate meetings, including the submission of meeting minutes and regular reports to stakeholders Manage project issues and risks, proactively identifying mitigation solutions and escalating when necessary Coordinate changes to project scope and objectives, ensuring alignment with project owners and stakeholders Maintain open communication with project members and vendors, ensuring alignment and synchronization of project updates Ensure project milestones and deadlines are met, optimizing and improving processes as necessary Lead project closeout activities, including the creation of lessons learned reports Monitor and align with product strategy and roadmap outlined by the Product Owner Utilize data to understand and enhance customer experience Foster strong communication between stakeholders, defining project objectives, KPIs, and successes Demonstrate proficiency in infrastructure layers and guide engineers and service owners to improve service efficiency Cultivate a culture of continuous learning, embracing new technologies and topics with an "always learning attitude" Required Skills: Minimum Qualifications: 5+ years of proven experience in Project Management Exceptional communication and presentation skills, both written and verbal, across all levels of an organization Strong relationship-building skills with a passion for stakeholder engagement Demonstrated sense of ownership and ability to operate autonomously Proficiency in Atlassian Confluence and JIRA Business-level proficiency in English (e.g., TOEIC 800 or above) Desired Skills: Proficiency in Japanese (JLPT N2 or above) Experience in IT infrastructure technologies Project Management certification or relevant experience Previous experience in IT Project Management Experience in an E-commerce company
Company Info	We are seeking an experienced Project Manager to join our dynamic team. The Project Manager will play a pivotal role in organizing and supporting IT projects, programs, and initiatives. The ideal candidate will have a proven track record of successful project management, exceptional communication skills, and a passion for driving projects to completion while fostering positive relationships with stakeholders.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 8000K - JPY 11000K