

## Job Detail

Senior Level

Position Title	[PM]★IT/DX Promotion/Project Manager
Recruiter Company	AGENT, Inc./株式会社エージェント
Company Name	Company name is private
Activated / Updated	2024-03-27 / 2024-04-30
Job Type	Consulting - Other Planning/Marketing/PR - Event Planner/Management Education/Training/Language Specialist - Corporate Training/IT Trainer
Industry	IT Consulting
Location	Asia Japan Tokyo
Job Description	<p>[Recruitment type]  <b>■Project manager</b>  This is a project to design and operate training in line with the challenges of various industries for the client's IT services and AI products. Currently, training is mainly focused on improving productivity in the education industry and improving the quality of education, but it is expected that it will be expanded to various industries in the future with the aim of improving society's productivity. This is a project with great social significance. For the above project, we are looking for a project manager who will be responsible for our company and will be able to smoothly proceed with the project. We also welcome applications from people who are not familiar with IT services, AI fields, or training fields, so if you are interested, please apply.</p> <p>[Business content]  <b>■Project management (planning/production/operation management)</b></p> <p>○Client communication  -Communication will be mainly through online MTG and chat.</p> <p>○Planning  -Based on the client's direction, you will use your extensive knowledge to plan new channel development and what kind of training is required in line with issues in various industries.</p> <p>○Training material planning  -You will design the outline of training materials by incorporating research information and advisor opinions.</p> <p>○Meeting facilitation/minutes  -At meetings with clients, etc., you will proceed based on a pre-determined agenda.</p> <p>○Production progress management  -You will be responsible for planning the production schedule and managing/coordinating it so that it can be launched without any problems.</p> <p>○Contractor adjustment  -You will be responsible for requesting and controlling work from various subcontractors such as training instructors, designers, writers, and video production.</p> <p>○Secretariat management  - Manages training applications/handles inquiries/assigns instructors for the training office. Since the workers are separate, you will be responsible for understanding and managing the situation as a manager, and responding to irregularities.</p> <p><b>■Contract period</b>  From April 2024  *The project itself will be for the whole year, but the contract will be renewed every three months.  *Contract renewal will be decided based on abilities, achievements, work</p>

	performance, etc.
Company Info	<p>For a long time, our company has been developing Android™-based products, Google Pixel™ devices, Chromebooks™, etc.  In addition to being involved in marketing and sales of various Google products and other related events, Google Workspace™, by our Grow with Google certified trainers, We have a proven track record of supporting our customers' business innovations, including the implementation of Google Workspace for Education and consulting on post-implementation utilization.</p> <p>Along with the recent acceleration of DX promotion, the cloud market continues to grow, and customer needs are expanding day by day. As the digital environment changes, we will continue to deliver optimal solutions to our customers' challenges, from IT skills training to cloud utilization.</p> <p>Countermeasures against passive smoking: No smoking</p>
Working Hours	■Work schedule: 5 days a week, 10:00-19:00 (hours may change)
Qualifications	<p>[Ideal person image]</p> <ul style="list-style-type: none"> <li>• People who are bright and able to communicate smoothly both inside and outside the company, regardless of age, or gender.</li> <li>• Those who can act independently without looking to people or the environment for the cause of things.</li> </ul> <p>[Required skills]</p> <ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Quality management skills</li> <li>• PC skills (Google Workspace skills intermediate or above)</li> </ul> <p>[Welcome skills]</p> <ul style="list-style-type: none"> <li>• Business level English skills</li> <li>• Work experience in the training/training field</li> <li>• Experience in project management for foreign companies</li> <li>• People who have their antennas high on politics, economics, social situations, etc.</li> </ul>
English Level	Minimum Communication Level (TOEIC 225-470)
Japanese Level	Native Level
Chinese Level	None
Salary	JPY - Japanese Yen JPY 5500K - JPY 9500K (Month salary : JPY - Japanese Yen JPY 458.333K - JPY 791.667K )
Salary Description	<p>*Annual salary is a guideline and may vary depending on previous job salary and skills.  *Including fixed overtime pay: 40 hours/month (overtime will be paid even if there is no overtime, and excess work will be paid separately)</p> <p>[Insurance system]</p> <ul style="list-style-type: none"> <li>·Health insurance</li> <li>·Welfare pension</li> <li>·Employment insurance</li> <li>·Industrial accident insurance</li> </ul> <p>Side job possible (*application required)</p> <p>Full transportation allowance  Asset accumulation savings system</p>
Holiday Description	Full two-day weekend system (Saturday and Sunday)
Job Contract Period	Contract employee or outsourced work
Nearest Station	Shibuya Station/3 minutes walk