



## Job Information

---

Job ID: 100159  
Job Title: Project Manager, Operational Management  
Recruiter: Legal Futures Japan K.K.  
Division: Banking and Finance Division  
Company Type: International Company  
Non-Japanese Ratio: Majority Non-Japanese  
Job Type: Full-time  
Location: Tokyo - 23 Wards  
Salary: Negotiable, based on experience  
Date: October 30th, 2008 17:23

## General Requirements

---

Employment Experience: Over 3 years  
Career Level: Mid Career  
English: Business Level  
Japanese: Native  
Education: Bachelor's Degree  
Visa Status: Japanese national or permission to work in Japan required

## Job Description

---

In this role the incumbent is required to deliver project management, business process re-engineering business analysis and other non-day to day operations.

- ? Identify, manage and implement business re-engineering projects in FSSC to continuously improve the efficiency of the teams. Key requirement is to work collaboratively with the heads of each of the teams within the department acting as a change agent and using influencing skills to get their buy-in and co-operation to change initiatives
- ? Monitor and report on progress of process enhancement and automation projects
- ? Production of project Terms of Reference (planning and scoping documents)
- ? Set up project meetings as required
- ? Establish project timelines and action plans and monitoring progress against the timeline/ action plan
- ? Compile checklists and ensuring adherence to planned activities
- ? Assisting in the identification and resolution of issues

- ? Coordinating testing including the production of test scripts/plans
- ? Project delivery and implementation including final sign off
- ? Maintenance of project register and System enhancements register
- ?

## Required Skills

---

- ? Flow chart drawing skill, logical thinking, and change agent tendencies are musts
  - ? Business process re-engineering experience
  - ? Project management skills
  - ? An understanding of company ' s products and services is beneficial
  - ? The ability to prioritize and organize both own time and that of a project team
  - ? Ability to influence others and strong communication skills
  - ? Self starter/motivator
  - ? Ability to think through issues and see things through to resolution
  - ? Commitment and desire to make things happen
  - ? ABC/ABM experience or operational risk management experience in financial industry
- and/or statistical background preferred
- ?

## Company Description

---

Legal Futures was founded in 1999 and is a dedicated legal, compliance and financial services boutique consultancy that operates from offices in Tokyo, Hong Kong and Singapore. Our recruitment business is categorised as specialist/professional. From Hong Kong we also service our clients in the PRC and Korea, whilst Thailand, Malaysia and Indonesia are serviced from Singapore. This enables us to deliver a total recruitment solution to regional team building in our clients ' key locations. We offer in-depth coverage from each office with a premium personalised consultancy service acting for international law firms, leading American and European investment banks and other employers of choice across all sectors of industry and commerce. For candidates, there is no charge for the services

that we provide.

We operate three separate and highly specialised divisions:

Our Private Practice Division services the full spectrum of law firms sourcing qualified lawyers (both local and overseas admitted) at all levels from associates through to partners, also practice support lawyers, paralegals and business services positions.

Our Corporate Division services both domestic and international companies sourcing qualified lawyers (both local and overseas admitted) at all levels from Legal Counsels through to Regional General Counsels, corporate compliance officers, company secretaries and commercial/contract managers.

Our Banking & Finance Division services the full financial services industry from bulge bracket investment banks to retail banks and fund managers and is responsible for the recruitment of financial services executives, lawyers (both local and overseas admitted) at all levels from Legal Counsels through to Regional General Counsels, compliance officers at all levels from junior compliance officers up to Regional Heads of Compliance, also documentation officers, paralegals and mid-office personnel positions.

Our recruitment business is categorized as specialist/professional and our placements are limited to Japan only. Our service is free of charge. We will apply and follow the laws and principles of all relevant legislation and maintain data privacy at all times. Please refer to [www.legalfutures.com](http://www.legalfutures.com) to view our Privacy Policy. The person handling personal information is our license holder Matt Anderson who will also handle any complaints.