



IT Project Manager

Work-life balance, friendly environment!

Job Information

Hiring Company

systemsGo Corporation

Job ID

1260467

Division

Project and Consulting Service

Industry

IT Consulting

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Nanboku Line, Azabu Juban Station

Salary

Negotiable, based on experience

Hourly Rate

Great work-life balance

Work Hours

Mon-Fri 9am-6pm

Holidays

Starts at 13 days/yr paid leave, increases each year until 22/yr

Refreshed

June 8th, 2026 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Business Level

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description**Job Responsibilities**

- Negotiate, develop, and manage project objectives, scope, budget, and costs for small to medium projects to achieve a cost-effective solution for clients and systemsGo.
 - Create and manage project plans, identifying detailed tasks, required resources, schedule, potential risks and appropriate mitigation plans.
 - Assign tasks to resources, issue purchase orders for equipment and manage the ongoing workflow to achieve the project objectives.
 - Accurately and clearly report the ongoing project status and issues on a timely basis to client, systemsGo management and Sales.
 - Carefully manage change requests to ensure original project objectives continue to be met. Indicate possible solutions and project impacts, submit recommendations and obtain approval from the client.
 - Finalise the administrative close of the project including client sign-off, documentation, and support handover process (where applicable).
 - Develop advanced skills in managing infrastructure projects.
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Required Skills**Required Skills**

- Excellent communication, negotiation, influence, presentation and customer service skills. Communicates at an appropriate level while adhering to confidentiality standards. Maintain/update consistent and clear documentation for projects. Communicate tasks to team members via the appropriate systems.
 - Teamwork – lead project teams effectively. Respect opinions and contributions of team members. For internal projects contribute to achievement of common goals and support team leader. Engage in project tasks where appropriate alongside engineering staff.
 - Ability to gather information; explore and eliminate alternatives; request and utilise assistance from other sources when necessary; formulate plan to implement solution.
 - Ability to work unsupervised. Results focused. Consistently achieves target project services profit margins through effective management of resources. Ability to multitask. Effective time and schedule management skills.
 - Quality Assurance – Awareness of accepted levels of quality in terms of project deliverables and internal standards. Ability to define quality criteria in terms of both tangible and non-tangible items and deliver to those criteria.
 - Business level or higher English and Japanese
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Company Description

株式会社 システムズ ゴーは東京に本社を置くIT企業です。大阪、香港、上海、シンガポールに支社を拡大し、アジア各地にプロフェッショナルなITサービスを提供しています。また北京、ソウル、バンコク、クアラルンプール、ハノイ、台北などにもサービスを展開しています。

IT分野のインフラ整備、システムインテグレーション、プロジェクトマネジメント、コンサルティング、人材ソリューションなどを専門としており、他にはない最高レベルのサービスを提供しています。世界的なビジネスを展開する投資銀行や投資信託、製薬及びバイオテクノロジー企業、法律事務所、IT企業、貿易や製造系企業などの外資系企業が、わたしたちのクライアントです。

システムズ ゴーではキャリアアップや給与の見直し、国内外拠点への異動、福利厚生充実など、従業員にあらゆる機会を提供し、より快適な職場環境への改善に努めています。

向上心が高く、わたしたちとともに最高のサービスを追求してくださる方からのご応募をお待ちしています。

systemsGo is a well-established and growing IT professional services company with offices in Tokyo, Hong Kong, Shanghai, Beijing, Singapore and also servicing clients in Seoul, Bangkok, Kuala Lumpur, Hanoi, Taipei and Hyderabad.

We provide many opportunities for career advancement, competitive salaries, excellent benefits and opportunities to travel and relocate to companies within our group. We are always seeking people with the same commitment to providing quality service, and an enthusiasm to learn and grow. We combine an enriching and satisfying employment environment with a culture of customer service excellence and an unwavering pursuit of quality through devoted adherence to process and continuous improvement.