

Application Project Manager

Job Information

Temp Agency
Randstad K.K., Professionals

Job ID
1461699

Industry
Automobile and Parts

Job Type
Contract

Location
Tokyo - 23 Wards

Salary
7 million yen ~ 10 million yen

Refreshed
November 15th, 2026 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Daily Conversation Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

- Manage cross-function project activities, coordination between IT Work streams. Organize information with/from work-streams and delivery teams.

- Understand interdependencies between technology, operations and business needs.

- Create and track scope of work, timeline, milestones, budgets and activities for Factory o Future (FoF) Programs

- Mange the deadlines and push respective team and external suppliers to ensure achieve the timelines.

- Deliver appropriate and effective executive level communication and meeting plan

- Manage project and program issues and risks to mitigate impact to baseline

- Prepare reports for steering committee and Management

- Facilitate Meetings, prepare workshops with Business, IT and external suppliers

- Manage internal and external program communication

- Set-up and manage reporting within IT Organization

- Create news articles and communication to line organization

- Create and manage communication & meeting plan

- Provide guidance for interns and trainees

Required Skills

- Strong customer facing skills

- 4 to 7 years of experience in PM/PL activities within a global organization

- Strong leadership, diplomatic and motivational skills including the ability to lead up, across and down multiple business and technology organizations

- Proven ability to work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence

- Experience working both independently and in a team-oriented, collaborative environment

- Knowledge of project management tools and techniques

- Computer skills: Had prior hands on experience in any of Programming language (.Net or Java), DB scripts.

- Basic knowledge of IT architectures

- Good prioritization skills, to balance key priorities

- Strong analysis and critical thinking skills

- Experience with program co-ordination/administration

Company Description