



## 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**

September 5th, 2025 16:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Daily Conversation

**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 of Future (FoF) Programs
- Manage 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
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## 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
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## Company Description