



IT Infra Project Manager

English/Japanese Project Management

Job Information

Hiring Company[systemsGo Corporation](#)**Job ID**

1463950

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

Salary

5.5 million yen ~ Negotiable, based on experience

Work Hours

Mon-Fri 9am-6pm

Holidays

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

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

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

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Responsibilities

- Project Execution

- 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
- Assign tasks to resources, arrange and manage 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 department
- Finalize the administrative close of the project including client sign-off, documentation, and support handover process (where applicable)
- Project Planning
 - Negotiate, develop, and manage project objectives, scope, budget, and costs for small to medium projects to achieve a cost-effective solution for clients and target profit margin for systemsGo
 - Create and manage project plans, identifying detailed tasks, required resources, schedule, potential risks and appropriate mitigation plans
 - In consultation with Sales creating project plans using systemsGo standard templates and methodologies
- General Duties
 - Proactively explore sales opportunities for new projects and/or support with clients
 - Contribute to systemsGo project. methodologies and templates
 - Develop advanced skills in managing infrastructure and AV related projects
 - Travel to various job sites required.
 - Ability to work overtime and weekends when required.

Required Skills

Skills and Competencies

- Productivity – Ability to work independently. Results focused. Consistently achieves target project services profit margins through effective management of resources. Ability to multitask. Effective time and schedule management skills
- Problem Solving – Ability to gather information; explore available options and provide suggestion; request and utilise assistance from other sources when necessary; formulate plan to implement solution
- Communication – Good communication skill and presentation skill to internal and external customers
- Teamwork – Well-developed organization and coordination skills

Peer Interaction

- Regularly interacts with systemsGo management, sales, engineering, and accounts staff
- Interaction with vendors and suppliers from systemsGo and/or Client to progress project completion
- Regularly interacts with executives at client organisations (customers) and/or partners

Skills and Experience Requirement

- Understanding of Project Management methodologies including broad understanding of quality control, risk management, security measures and standardization of procedures and rules
- Valid and current Project Management Professional (PMP), Scrum Master, PRINCE2 or other relevant certification
- Experience as a Project Manager in the construction or technology industries is required
- College Degree preferred
- Well-developed budget management ability
- Understanding of AutoCAD for schematics diagrams, elevation drawings and floor plans
- Understanding of how to test and commission video conferencing systems, control systems
- Understanding of Cabling work
- Sound knowledge of IT solutions Experience in implementing at least one medium term/budget project successfully with the title of Project Manager.
- CTS (Certified Technical Specialist), CTS-I certificate is plus
- Ability to communicate effectively with business level of Japanese and English

Company Description