Project Manager｜クリエイティブ業界：グラフィックデザイン、ウェブサイト開発、コンテンツ製作、イベント計画

プロジェクトマネージャー: Drive Creative Success!

Job Information

Hiring Company
Custom Media K.K.

Subsidiary
Custom Media

Job ID
1480075

Division
Studio

Industry
Digital Marketing

Company Type
Small/Medium Company (300 employees or less)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Minato-ku

Salary
Negotiable, based on experience

Refreshed
November 5th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Summary
Custom Media is an award-winning, full-service B2B agency that connects Japan with the world, delivering data-driven, creative marketing solutions to help our clients in revolutionary industries—AI, Clean Energy, Fintech, Healthcare, Manufacturing and Technology—shape the future.

Our mission is to empower industries at the forefront of sustainable change to succeed in Japan by creating meaningful connections with their audiences through the power of storytelling.

We are looking for a Project Manager to join our team and oversee the execution of integrated B2B marketing and PR campaigns. This role requires exceptional organizational skills, strong client communication abilities, and a deep understanding of multi-channel marketing strategies.

Responsibility

【Project & Campaign Management】
・Develop and manage project plans, ensuring all deliverables align with client objectives, timelines, and budgets.
・Oversee the execution of integrated B2B campaigns, including PR, content marketing, paid media, digital, and events.
・Coordinate with internal teams (PR specialists, content writers, designers, and digital marketers) to ensure seamless project ・execution.

【Monitor KPIs and adjust strategies to optimize results.】
・Client Communication & Relationship Management
・Serve as the primary point of contact for clients, managing expectations and ensuring transparency.
・Lead client meetings, providing updates on project progress, insights, and next steps.
・Gather and incorporate client feedback, making necessary adjustments to ensure success.
・Maintain long-term relationships by delivering high-quality work that drives client satisfaction.

【Cross-functional Coordination & Resource Management】
・Work closely with account managers, strategists, and creative teams to ensure projects run smoothly.
・Manage workloads and allocate resources efficiently across projects.
・Identify potential bottlenecks and proactively resolve them.

【Budget & Timeline Oversight】
・Track project budgets and ensure campaigns remain within financial parameters.
・Monitor deadlines, identifying risks early and taking corrective action to prevent delays.
・Ensure accurate reporting on financials, project milestones, and campaign performance.

【Quality Control & Performance Analysis】
・Review and approve content, press releases, marketing materials, and digital assets before client delivery.
・Conduct post-campaign evaluations, analyzing performance metrics and ROI.
・Provide insights and recommendations to improve future projects and agency processes.

Working Hours
・ 9:30am to 6:30pm Monday to Friday
・ Work from home and/or office flexibility

Compensation and Benefits
・ Work with leading B2B brands in revolutionary industries
・ Be part of a dynamic, collaborative team passionate about storytelling and marketing innovation.
・ Enjoy a flexible, hybrid/remote work environment.
・ Opportunities for professional growth and continuous learning.
・ Attractive salary negotiable based on experience.
・ Transport allowance, work from home allowance.
・ Paid vacations, social insurance and benefits.
・ Full exposure to all aspects of our business.
・ Network of established professionals and senior leaders.
・ Friendly, comfortable environment at a central office in Kamiyacho.

Holidays
Saturdays and Sundays, National Holidays in Japan, Paid Vacation

Location Details
Tokyo, Japan
【Address】
Toranomon 40MT Building 7F 5-13-1 Toranomon, Minato-ku Tokyo 105-0001

Required Skills

Key Qualifications

- 3-5 years of experience in project management within a PR, marketing, or digital agency.
- Strong understanding of B2B marketing, PR, and digital strategies (content marketing, SEO, paid media, media relations, etc.).
- Proven ability to manage multiple projects, deadlines, and stakeholders simultaneously.
- Exceptional communication and presentation skills.
- Experience using project management tools (e.g., Asana, Click-up, Monday.com, or similar).
- Analytical mindset with the ability to measure and optimize campaign performance.
- Team player with a proactive, problem-solving attitude.
- Experience working with global clients and cross-functional teams is a plus.

Education

- Bachelor’s degree in Business, Marketing, Project Management, or related field preferred.
- Desirable: Industry certifications (e.g., PMP, CSM, PMI-ACP, PRINCE2 Practitioner, or CAPM).

Company Description