



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

December 5th, 2024 04:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

### Summary

Custom Media is an award-winning integrated digital marketing agency based in central Tokyo. With over 15 years of experience in the Japanese market, we offer full-service, integrated marketing solutions that unite data with creativity, and we harness local and international expertise to bridge the gap between Japan and the world.

We are seeking a talented and experienced Project Manager to join our dynamic agency. The ideal candidate will have a strong background in managing creative projects from inception to completion. This role is critical in managing client relationships, coordinating with internal teams, and ensuring timely delivery of high-quality projects. You will need to be highly organized, proactive, and capable of thriving in a fast-paced, dynamic environment.

### Responsibility

- Manage end-to-end project cycles for a variety of creative initiatives, including graphic and digital design, website development, content creation, and event production.
- Utilize project management tools to assign resources, monitor progress, and ensure efficient project delivery within budget and scope.
- Conduct regular client meetings and presentations, maintain project documentation, and provide timely updates on project status.
- Foster strong client and team relationships, supporting the Creative Director in ensuring project alignment and success.

### Working Hours

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

### Compensation and Benefits

- Attractive salary negotiable based on experience
- Professional career and life coaching, training, mentoring
- Generous company share appreciation rights scheme
- Full exposure to all aspects of our business
- Friendly, comfortable environment at a central office in Kamiyacho
- Transport allowance
- Work from home allowance
- Social insurance and benefits
- Paid vacations

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### Required Skills

#### Key Qualifications

- At least 3 years of experience in project management within a creative agency environment, demonstrating an ability to manage multiple projects in a dynamic setting.
- Native Japanese speaker with excellent command of English, capable of effectively communicating in a multicultural environment.
- A quicker learner, able to work and think independently and flexibly
- Ability to prioritize, allocate and oversee multiple projects with sound judgment
- Self-driven, adaptable and maintains goal-oriented and positive mindset
- Strong organizational skills, detail-oriented, and capable of working independently and flexibly to meet deadlines.
- Proficient in using project management tools and technology, with a proactive and team-oriented approach to work.

#### 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).

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