

「プロだからわかる、あなたのスキルが活きる場所」
60以上の業界・職種に特化した専門チームがサポート

Robert—
Walters

【英語を活かす】シニアプロジェクトマネージャー（CS） / Sr. Project Manager (CS)

リーガルテクノロジー企業にて、シニアプロジェクトマネージャーの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

リーガルテクノロジー企業

Job ID

1524741

Industry

Legal

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 8 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

April 30th, 2025 15:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A global legal technology solutions provider is seeking a Senior Project Manager (CS). The selected candidate will oversee system processes, project planning, and ensure seamless communication across teams.

A global leader in legal technology solutions, this company specialises in eDiscovery, information governance, and data recovery services.

Keywords:

法律, 法務, コンプライアンス, 法律, 求人, 外資系

Responsibilities:

- Guide teams on system processes, workflows, and implementation of 3rd party applications
- Gather requirements from stakeholders and relay actionable steps to relevant teams
- Plan testing and data migration efforts with the Corporate Business Systems team
- Provide routine status updates and manage expectations across Shared Services
- Consolidate requirements, prioritise tasks, and coordinate with development teams
- Advocate for team needs and ensure project scope and deadlines are met

Requirements:

- Bachelor's degree or equivalent
- More than 2 years of experience in project management, consulting, litigation support or paralegal in a top-tier firm, consulting practice, or vendor
- Proficient in MS Office Suite
- Knowledge of eDiscovery and the litigation support industry
- Familiarity with database design and management, data processing activities, and legal document review requirements
- Excellent interpersonal communication skills
- Proficient in Japanese and English

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.