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![Michael Page — www.michaelpage.co.jp]

Project Coordination & PM Support

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Job Information

Recruiter
Michael Page

Job ID
1546598

Industry
Other (IT, Internet, Gaming)

Job Type
Contract

Location
Tokyo - 23 Wards

Salary
6 million yen ~ 10 million yen

Work Hours
Working Hours: 9:00 AM - 5:30 PM

Refreshed
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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

This role involves supporting the management and execution of cross-functional collaboration projects across IT and Tech departments. Responsibilities include roadmap and schedule creation, requirement and specification definition, progress tracking, issue/risk management, and documentation.

Client Details

Global Tech Giant

Description

- Support the management and execution of cross-departmental (IT/Tech) collaboration projects.

- Create project roadmaps and detailed schedules (WBS), clarifying task dependencies.

- Organize and document project requirements and specifications.

- Track progress across multiple teams and coordinate timelines.

- Identify and manage issues and risks, and drive resolution.

- Plan and manage testing activities.

- Prepare project-related documents and presentation materials.

- Take meeting minutes and maintain clear project records.

Job Offer

- Working Hours: 9:00 AM - 5:30 PM
- Work Style: Remote work available
- Free access to company cafeteria

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Krisztina Szokolai on +81366276101.

Required Skills

- Experience managing IT and software development projects

- Business-level communication skills in both Japanese and English

- Proven ability to lead projects with 7 or more team members

- Experience coordinating schedules across multiple groups, including managing dependencies through design, development, testing, and release phases

- Background in managing cross-functional collaboration projects involving multiple departments or teams

Company Description

Global Tech Giant