

MichaelPage

www.michaelpage.co.jp

Project Manager

Project Manager

Job Information

Recruiter

Michael Page

Job ID

1546886

Industry

Internet, Web Services

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 7th, 2025 15:46

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Project Manager position, leading projects, managing resources, and ensuring timely, high-quality delivery. This hybrid role offers two days of work from home and a flexible, global work environment.

Client Details

Join a leading global marketing and production agency known for turning complex ideas into clear, impactful stories. Work with diverse teams on high-profile projects in an open, flexible, and innovative environment.

Description

- Deliver projects on time and to quality standards
- Allocate resources effectively across projects
- Guide and motivate your project team
- Develop project plans including timelines and budgets

- Communicate proactively with stakeholders and internal teams
- Oversee quality and compliance of deliverables
- Identify and implement process improvements

Job Offer

Benefits Include

- Hybrid working style with **2 days per week work from home**
- Flexible workspaces in an open-minded environment
- Opportunity to work in a **global, diverse team** on impactful projects

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tom Emms on +81 3 6402 1596.

Required Skills

- 4-6 years of project management experience, ideally with international teams
 - Bachelor's degree (PMI certification preferred)
 - Fluent Japanese
 - Strong problem-solving and organisational skills
 - Experience with creative production, web development, or content creation
 - Proficiency in digital workflow tools (Microsoft 365, Jira, Confluence)
 - Positive, solutions-oriented mindset
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Company Description

Project Manager to lead multiple projects, manage resources, and ensure timely, high-quality delivery. You will guide teams, develop project plans, and maintain strong communication with stakeholders.

Requirements:

4-6 years of project management experience, ideally with international teams

Bachelor's degree (PMI certification preferred)

Strong organizational and problem-solving skills

Fluent Japanese

Experience with Microsoft 365, Jira, and Confluence

Benefits:

Hybrid work style (2 days per week from home)

Flexible workspace in an open-minded environment

Opportunity to work with a global, diverse team on impactful projects