



PR/086949 | Project Manager

Job Information

Recruiter

JAC Recruitment USA

Job ID

1559979

Industry

Other

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 10:52

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION TITLE Project Manager – Market Research

POSITION SUMMARY

The Project Manager collaborates with the PM team, regional business development team, and team leaders to ensure the delivery of high-quality research. They are responsible for managing project progress and maintaining quality standards. Working closely with the sales team and other PM members, the Project Manager conducts research that meets client needs effectively.

RESPONSIBILITIES

- Manage up to 10 projects simultaneously, ensuring high-quality delivery
- Oversee the entire project lifecycle: planning, execution, monitoring, and closing

- Collaborate with internal teams and communicate with clients and vendors
- Take full ownership of assigned projects, while co-owning others with shift teammates
- Monitor key project metrics (IR, Completes, LOI, SCO, QTF) and adjust strategies accordingly
- Analyze field performance and determine if additional invitations or reminders are needed
- Maintain detailed project documentation and share updates with co-owners and stakeholders
- Manage vendors supporting global research projects
- Set up and manage pre-screeners, mega quota groups, and automatic sampling tools
- Follow established processes and continuously improve project workflows

QUALIFICATIONS

- Minimum 3 years of project management experience in the market research industry
- Strong understanding of project management principles and best practices
- Excellent verbal and written communication skills
- Proven analytical and problem-solving abilities
- High attention to detail and ability to manage multiple priorities
- Proficiency in project management tools (e.g., Microsoft Project, Asana, Trello)
- Familiarity with data collection and survey platforms
- Ability to lead and collaborate with cross-functional teams
- Adaptability in a fast-paced, dynamic environment
- Strong client focus with a proactive approach to exceeding expectations

LOCATION Fully Remote Work

WORKING HOURS

- 10:00 AM – 7:00 PM (adjusted based on local time zone)

Candidates located in the Pacific Standard Time (PST) zone are preferred for optimal team collaboration.

SALARY USD66,000-78,000

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Company Description