



【Operations Project Lead】 Full Remote

Job Information

Recruiter

SPOTTED K.K.

Job ID

1566676

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Refreshed

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Location: Tokyo, Japan

Employment Type: Full-time

Role Overview

We are seeking an experienced **Operations Project lead** to drive operational excellence and improve service delivery across multiple teams. You will lead strategic initiatives, optimize processes, and provide actionable insights to support business decisions. This is a highly collaborative role that requires strong analytical skills, proactive problem-solving, and the ability to manage complex projects in a dynamic environment.

Key Responsibilities

- Lead cross-functional projects to launch new services or enhance existing ones.
- Analyze operational data and provide insights and recommendations to improve efficiency.
- Manage KPIs and maintain dashboards using data visualization tools (e.g., Power BI, Tableau).
- Coordinate with internal teams to resolve high-priority operational issues.

- Support resource planning and identify bottlenecks or efficiency opportunities.
 - Handle escalations and coordinate responses to critical operational situations.
 - Pilot new processes or tools and evaluate their effectiveness before wider rollout.
 - Represent the operations team in strategic planning and review meetings.
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Required Skills

Requirements

- Bachelor's degree or equivalent.
- Fluent or native-level Japanese (JLPT N1) and business-level English.
- Proven experience managing complex projects with multiple stakeholders.
- Strong analytical and problem-solving skills; data-driven decision-making.
- Experience working with external vendors or cross-functional partners.
- Excellent communication skills and ability to influence teams.
- Flexible, adaptable, and focused on continuous process improvement (Kaizen).

What We Offer

- Opportunity to lead high-impact projects in a fast-moving environment.
 - Exposure to strategic operational planning and cross-team collaboration.
 - A culture of continuous improvement and professional growth.
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Company Description