



PR/118505 | Deputy liaison officer

Job Information

Recruiter

JAC Recruitment UK

Job ID

1583838

Industry

Business Consulting

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 07:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location: London (On-site)

Reports To: Executive Leadership

Employment Type: Full-Time

Job Overview

We are seeking a detail-oriented and results-driven **Project Manager** to oversee and coordinate a diverse portfolio of organizational initiatives. The role includes providing daily updates, managing a team of researchers and research assistants, collaborating closely with an Assistant Project Manager, and ensuring the smooth operation of the London office.

This position also plays a key role in weekly client reporting and contributes to negotiations and engagement efforts with partner organizations. The ideal candidate will demonstrate strong project management expertise, effective leadership skills, and experience in fast-paced, professional environments—preferably with a consulting background (e.g., Deloitte, PwC, etc.).

International travel may be required approximately once or twice a month.

Key Responsibilities

- Define project scope, objectives, and deliverables aligned with organizational goals and stakeholder expectations.
- Develop comprehensive project plans, schedules, resource allocations, and budgets.
- Lead project meetings, set deadlines, assign responsibilities, and monitor progress toward milestones.
- Manage changes to scope, timelines, and costs using appropriate control methodologies.
- Identify project risks and implement effective mitigation strategies.
- Track performance metrics, analyze progress, and prepare reports for internal and external stakeholders.
- Foster strong communication and collaboration across teams.
- Ensure all projects meet quality standards and client expectations.

Qualifications

- Master's degree in Business Administration, Project Management, or a related field.

- 3–5+ years of project management experience, preferably in fields related to climate change, sustainable development, or governmental programs.
- Solid understanding of project management methodologies, including Agile, Waterfall, and Scrum.
- Excellent communication, leadership, and organizational skills.
- Proven ability to manage multiple projects simultaneously and work under tight deadlines.

Preferred Qualifications

- Experience collaborating with cross-functional or multidisciplinary teams.
- Familiarity with budgeting, financial reporting, or resource allocation.
- Experience in change management is advantageous.

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Company Description