



[Bilingual] Manager - Project Manager (Assistant Manager)

Leading Fortune 500 company

Job Information

Recruiter

[Skillhouse Staffing Solutions K.K.](#)

Job ID

1594961

Industry

Insurance

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 10 million yen

Holidays

National Holidays, Weekends, Paid Holiday, etc.

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General Requirements

Minimum Experience Level

Over 6 years

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

A global and one of the world's largest insurance and financial service providers is seeking a bilingual **Project Manager (Assistant Manager)** to join their Project Management & Innovation Group in Tokyo. In this role, you will be responsible for leading and supporting strategic enterprise initiatives across technology and back-office divisions. The focus is on driving the end-to-end delivery of complex transformation programs, including **AI initiatives, digital transformation (DX), business process reform, and enterprise-wide strategic projects.**

This position requires strong project governance, stakeholder management, and cross-functional coordination capabilities to ensure projects are delivered successfully within approved timelines and budgets.

Responsibilities:

- Lead and support the end-to-end delivery of strategic enterprise initiatives from planning through execution while managing schedules, deliverables, and cross-divisional coordination
- Support enterprise-wide transformation programs including AI, DX, and business process reform by facilitating Agile delivery practices and helping internal departments adopt modern methodologies
- Coordinate diverse stakeholders across cross-functional business units to achieve alignment and independently facilitate project meetings in both Japanese and English environments
- Monitor and manage project risks, critical dependencies, resource allocation, and financial performance against budgets to maintain rigorous enterprise governance standards

Why Should You Apply?

- An ownership role leading enterprise-wide strategic transformation initiatives with high business visibility, working directly with global leadership.
- Gain extensive global exposure within a collaborative bilingual environment supporting cutting-edge AI and DX programs.
- Strong team culture that supports a sustainable work-life balance alongside enterprise-scale organizational impact.
- Work with one of the world's leading financial networks, trusted by over 90 million customers globally.

Company details:

A US-based Fortune 500 global insurance leader with over 40 years of success in Japan, trusted by 90 million customers worldwide and heavily invested in digital transformation and diversity.

Working Hours: 9:00 - 17:30 (Monday through Friday)

Working Style: Hybrid (3 days in office, 2 days work from home)

Holidays: Saturday, Sunday, National Holidays, Year-end and New Year Holidays, Paid Holidays etc.

Services/Benefits: Full social insurance (health, welfare pension, work-related accident, employment), Transportation expenses, periodic health examinations, and paid leave.

Required Skills

- 5–10 years of experience in Project Management or Program Management.
- Proven working experience with Agile project delivery (minimum 3 years).
- Demonstrated experience managing end-to-end project governance, including risk mitigation, budget management, and resource allocation.

Company Description