



## [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.

#### Refreshed

June 30th, 2026 07:00

### 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.

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**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.

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**Company Description**