



フルリモート Senior Project Manager-CRO | 日本全国のどこからでも仕事できる！

グローバルな言語サービスのリーディングカンパニー

Job Information

Hiring Company

[Welocalize Japan K.K.](#)

Job ID

1595097

Industry

Contract Research Organization

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

6 million yen ~ 8.5 million yen

Work Hours

8 hours Mon-Fir, with flex hours

Refreshed

June 3rd, 2026 15:50

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

About Welo Life Sciences

Welo Life Sciences, a Welo Global brand, is a specialized language and technology partner serving pharmaceutical, CRO, and medical device organizations operating in regulated global markets. We deliver regulator-ready translation, linguistic validation, and localization solutions that support clinical trials, pharmacovigilance, regulatory affairs, labeling, and global commercialization. Our approach combines subject matter expertise with ISO-certified quality processes and technology-enabled workflows designed to integrate seamlessly into life sciences operations. With extensive experience supporting global product development and post-market requirements, Welo Life Sciences helps organizations accelerate timelines, protect data integrity, and maintain compliance across languages and regions. All solutions are delivered within a secure,

Role Overview

We are seeking an experienced Senior Project Manager with a strong background in the Contract Research Organization (CRO) industry to lead and support complex global client programs within a fast-paced and highly regulated environment.

In this role, you will manage strategic customer accounts and oversee the successful delivery of projects from initiation through completion, ensuring timelines, quality standards, compliance requirements, and financial objectives are consistently met. You will also collaborate closely with the Operations Squad Lead to support large enterprise and life sciences accounts.

The Senior Project Manager will serve as a key point of contact for clients at the project level, partnering cross-functionally with account management, operations, production, quality, and external stakeholders to drive operational excellence, client satisfaction, and long-term partnership success.

The ideal candidate brings strong project leadership experience within a CRO, life sciences, clinical research, or regulated healthcare environment, along with exceptional stakeholder management and organizational skills.

Key Responsibilities

- Lead the delivery of complex global projects for clients within the contract research, life sciences, or regulated healthcare sectors.
- Manage the full project lifecycle, including project planning, execution, monitoring, reporting, delivery, and closure.
- Coordinate cross-functional international teams, including internal departments, vendors, and external stakeholders.
- Develop project plans, timelines, budgets, forecasts, and resource allocation strategies aligned with client and operational requirements.
- Ensure projects are delivered in compliance with client expectations, regulatory requirements, SOPs, and quality standards.
- Identify and mitigate project risks proactively while ensuring timely escalation of critical issues when needed.
- Partner closely with production, quality, and operations teams to drive continuous process improvements and operational efficiency.
- Build and maintain strong client relationships, acting as a trusted partner throughout project execution.
- Provide clear and proactive communication to clients and internal stakeholders regarding timelines, risks, budgets, and project performance.
- Oversee financial management activities, including budget tracking, invoicing approvals, profitability, and margin management.
- Prepare client-facing documentation including Statements of Work (SOWs), project plans, process documentation, business reviews, and post-project analyses.
- Support strategic client initiatives, business reviews, and growth opportunities within enterprise accounts.
- Contribute to operational best practices, workflow optimization, and process improvement initiatives across the organization.

Required Skills

Requirements

Education

- Bachelor's degree required, preferably in Life Sciences, Business, Healthcare, Project Management, or a related field.
- Master's degree preferred.
- PMP, PRINCE2, or similar project management certification is a plus.

Experience

- Strong project management experience within a CRO, clinical research, pharmaceutical, biotech, or life sciences environment.
- Proven experience managing complex global projects and enterprise-level client accounts.
- Experience working in highly regulated environments with strong understanding of compliance, quality standards, and operational processes.
- Demonstrated success leading cross-functional and geographically distributed teams.
- Experience managing project budgets, forecasting, profitability, and financial reporting.
- Experience developing client-facing documentation such as SOWs, proposals, workflows, and project reports.
- Experience supporting strategic client relationships and participating in business reviews and growth discussions.
- Familiarity with localization, language services, regulated content workflows, or clinical documentation processes is highly desirable.
- Experience with project management and workflow management tools preferred.

Company Description