



## CIO Office Manager | Strategy & Operations | Tokyo

**Direct Partnership with the CIO-Globally**

### Job Information

#### Recruiter

[Hire Pundit Japan Corporation](#)

#### Hiring Company

HirePundit Japan K.K

#### Job ID

1597065

#### Industry

Insurance

#### Company Type

Large Company (more than 300 employees) - International Company

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Shinjuku-ku

#### Salary

8 million yen ~ 12 million yen

#### Salary Bonuses

Bonuses paid on top of indicated salary.

#### Refreshed

June 15th, 2026 12:32

### 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

???? CIO Office Manager | Strategy & Operations

???? Tokyo, Japan

???? Global Insurance Company

## About the Role

We are hiring for a CIO Office Manager to join a leading global insurance organization in Tokyo. This is a highly visible role that will work closely with the CIO and senior technology leaders to drive strategic initiatives, governance, executive reporting, business planning, and organizational transformation.

The successful candidate will act as a trusted partner to the CIO, helping coordinate key initiatives across technology and business teams while ensuring alignment with organizational objectives.

## Key Responsibilities

- Partner directly with the CIO and leadership team on strategic initiatives and priorities
- Drive governance, executive reporting, and management communications
- Support technology strategy planning and execution
- Coordinate cross-functional projects and transformation initiatives
- Prepare executive presentations, dashboards, and leadership updates
- Monitor key performance indicators and strategic objectives
- Collaborate with business, technology, finance, HR, and regional stakeholders
- Support budgeting, resource planning, and operational management activities
- Facilitate leadership meetings, steering committees, and governance forums
- Identify opportunities for process improvement and operational efficiency

## Why Join?

- Direct exposure to the CIO and executive leadership
- Opportunity to influence enterprise-wide technology initiatives
- Global and collaborative working environment
- High-impact role with strong visibility across the organization
- Excellent career path for PMO, Consulting, Technology Strategy, Chief of Staff, and Business Management professionals

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## Required Skills

### Requirements

- 7+ years of experience in PMO, Consulting, Technology Strategy, Business Management, Transformation, or Chief of Staff roles
- Experience working with senior stakeholders and executive leadership
- Strong project, governance, and stakeholder management skills
- Experience preparing executive-level presentations and reports
- Excellent communication and organizational skills
- Business-level Japanese and English language skills
- Currently residing in Japan
- Valid work authorization in Japan
- Insurance industry experience is preferred but not mandatory

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## Company Description