



PR/118745 | [FTC] Japanese Speaking Project Management Support Specialist – Corporate Projects

Job Information

Recruiter

JAC Recruitment UK

Job ID

1611391

Industry

Retail

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 10:44

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

SUMMARY OF JOB PURPOSE

The Project Management Support Specialist will support the project management team in delivering a corporate separation / demerger project and establishing a practical transition path for the separated business. The role will provide structured coordination across legal workstreams, external vendors and internal stakeholders, helping to ensure that key deliverables, decisions, risks, dependencies and documentation are managed in a timely and controlled manner. The role requires strong organisational discipline, clear communication and the ability to work across legal, operational, IT, finance and HR topics in a complex cross-functional environment.

While the primary focus of the role will be the Corporate Separation Project, the successful candidate may also be required to support other strategic, transformation, operational excellence or business projects within their Europe, depending on business needs and project priorities.

Key Responsibilities

Project Management Team Support

- Support the project management team with planning, coordination, meeting preparation, action tracking and follow-up across the corporate separation project.
- Maintain project trackers, status updates, decision logs, risk and issue logs, dependency trackers and other project governance materials.
- Coordinate inputs from business functions and support the preparation of clear materials for management review and decision-making.
- Support additional strategic or business transformation initiatives beyond the Corporate Separation Project as required by business priorities.

Legal Workstream Support

- Support the coordination of legal workstreams related to the separation, including entity setup, contract transfer, contract amendment, contract recreation, governance documents and related workstream documentation.
- Track legal deliverables, owners, due dates and open points, and follow up with internal teams and external advisers to support timely completion.
- Assist with consolidating questions, comments and document versions for legal review, while ensuring clear version control and audit trail discipline.

External Vendor Management

- Coordinate with external vendors, advisers and service providers to collect required information, monitor deliverables and support clear expectation management.
- Help manage vendor timelines, meeting agendas, open actions, commercial inputs and escalation points where required.
- Support the alignment of vendor outputs with project milestones, budget considerations and transition requirements

Stakeholder Management and Communication

- Support stakeholder engagement across senior management, legal, finance, tax, HR, IT, retail, e-commerce, operations and other relevant workstreams.
- Prepare concise communications, meeting notes and summaries to ensure stakeholders are aligned on decisions, risks, dependencies and next steps.
- Help identify areas where further clarification, escalation or alignment is required to achieve practical agreement between parties.

Transition, Budget and Operating Model Support

- Assist in tracking key transition topics, including service continuity, operating model assumptions, budget implications, ownership of activities and Day 1 readiness items.
- Support the preparation of materials needed to compare options, document rationale and facilitate practical decision-making.
- Coordinate cross-functional inputs to help ensure that legal, operational and commercial considerations are reflected in project planning.

Preferred Profile

Experience and Knowledge

- Experience in project coordination, business transformation, corporate separation, legal operations, consulting, business strategy or a related corporate project environment.

- Practical understanding of cross-functional project governance, stakeholder management and working with external advisers or vendors.
- Exposure to legal, contract, entity setup, finance, tax, HR, IT or operating model topics would be advantageous.
- Fluency in business English is required. Japanese or other European language capability would be an advantage in a cross-border project environment

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description