IT Infra Project Manager

English/Japanese Project Management

募集職種

採用企業名
株式会社システムズ ゴー

求人ID
1463950

業種
ITコンサルティング

会社の種類
中小企業 (従業員300名以下) - 外資系企業

外国人の割合
外国人 半数

雇用形態
正社員

勤務地
東京都 23区, 港区

給与
経験考慮の上、応相談

勤務時間
Mon-Fri 9am-6pm

休日・休暇
Starts at 13 days/yr paid leave, increases each year until 22/yr

更新日
2026年11月09日 03:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル (英語使用比率: 50%程度)

日本語レベル
ビジネス会話レベル

最終学歴
大学卒： 学士号

現在のビザ
日本での就労許可が必要です

募集要項

Job Responsibilities

- Project Execution

    - Carefully manage change requests to ensure original project objectives continue to be met. Indicate possible solutions and project impacts, submit recommendations, and obtain approval from the client
    - Assign tasks to resources, arrange and manage orders for equipment and manage the ongoing workflow to achieve the project objectives
    - Accurately and clearly report the ongoing project status and issues on a timely basis to client, systemsGo management and sales department
    - Finalize the administrative close of the project including client sign-off, documentation, and support handover process (where applicable)
- Project Planning
    - Negotiate, develop, and manage project objectives, scope, budget, and costs for small to medium projects to achieve a cost-effective solution for clients and target profit margin for systemsGo
    - Create and manage project plans, identifying detailed tasks, required resources, schedule, potential risks and appropriate mitigation plans
    - In consultation with Sales creating project plans using systemsGo standard templates and methodologies
- General Duties
    - Proactively explore sales opportunities for new projects and/or support with clients
    - Contribute to systemsGo project. methodologies and templates
    - Develop advanced skills in managing infrastructure and AV related projects
    - Travel to various job sites required.
    - Ability to work overtime and weekends when required.

スキル・資格

Skills and Competencies

- Productivity – Ability to work independently. Results focused. Consistently achieves target project services profit margins through effective management of resources. Ability to multitask. Effective time and schedule management skills
- Problem Solving – Ability to gather information; explore available options and provide suggestion; request and utilise assistance from other sources when necessary; formulate plan to implement solution
- Communication – Good communication skill and presentation skill to internal and external customers
- Teamwork – Well-developed organization and coordination skills

Peer Interaction

- Regularly interacts with systemsGo management, sales, engineering, and accounts staff
- Interaction with vendors and suppliers from systemsGo and/or Client to progress project completion
- Regularly interacts with executives at client organisations (customers) and/or partners

Skills and Experience Requirement

- Understanding of Project Management methodologies including broad understanding of quality control, risk management, security measures and standardization of procedures and rules
- Valid and current Project Management Professional (PMP), Scrum Master, PRINCE2 or other relevant certification
- Experience as a Project Manager in the construction or technology industries is required
- College Degree preferred
- Well-developed budget management ability
- Understanding of AutoCAD for schematics diagrams, elevation drawings and floor plans
- Understanding of how to test and commission video conferencing systems, control systems
- Understanding of Cabling work
- Sound knowledge of IT solutions Experience in implementing at least one medium term/budget project successfully with the title of Project Manager.
- CTS (Certified Technical Specialist), CTS-I certificate is plus
- Ability to communicate effectively with business level of Japanese and English

会社説明