



PR/118505 | Deputy liaison officer

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1583838

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2026年06月16日 15:01

応募必要条件

職務経験

10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

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Location: London (On-site)

Reports To: Executive Leadership

Employment Type: Full-Time

Job Overview

We are seeking a detail-oriented and results-driven **Project Manager** to oversee and coordinate a diverse portfolio of organizational initiatives. The role includes providing daily updates, managing a team of researchers and research assistants, collaborating closely with an Assistant Project Manager, and ensuring the smooth operation of the London office.

This position also plays a key role in weekly client reporting and contributes to negotiations and engagement efforts with partner organizations. The ideal candidate will demonstrate strong project management expertise, effective leadership skills, and experience in fast-paced, professional environments—preferably with a consulting background (e.g., Deloitte, PwC, etc.).

International travel may be required approximately once or twice a month.

Key Responsibilities

- Define project scope, objectives, and deliverables aligned with organizational goals and stakeholder expectations.
- Develop comprehensive project plans, schedules, resource allocations, and budgets.
- Lead project meetings, set deadlines, assign responsibilities, and monitor progress toward milestones.
- Manage changes to scope, timelines, and costs using appropriate control methodologies.
- Identify project risks and implement effective mitigation strategies.
- Track performance metrics, analyze progress, and prepare reports for internal and external stakeholders.
- Foster strong communication and collaboration across teams.
- Ensure all projects meet quality standards and client expectations.

Qualifications

- Master's degree in Business Administration, Project Management, or a related field.

- 3–5+ years of project management experience, preferably in fields related to climate change, sustainable development, or governmental programs.
- Solid understanding of project management methodologies, including Agile, Waterfall, and Scrum.
- Excellent communication, leadership, and organizational skills.
- Proven ability to manage multiple projects simultaneously and work under tight deadlines.

Preferred Qualifications

- Experience collaborating with cross-functional or multidisciplinary teams.
- Familiarity with budgeting, financial reporting, or resource allocation.
- Experience in change management is advantageous.

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会社説明