



## [Bilingual] Manager - Project Manager (Assistant Manager)

Leading Fortune 500 company

### 募集職種

人材紹介会社  
スキルハウス・スタッフィング・ソリューションズ 株式会社

求人ID  
1594961

業種  
生命保険・損害保険

会社の種類  
大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合  
外国人 多数

雇用形態  
正社員

勤務地  
東京都 23区

給与  
900万円 ~ 1000万円

休日・休暇  
National Holidays, Weekends, Paid Holiday, etc.

更新日  
2026年06月30日 07:00

### 応募必要条件

職務経験  
6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  
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

A global and one of the world's largest insurance and financial service providers is seeking a bilingual **Project Manager (Assistant Manager)** to join their Project Management & Innovation Group in Tokyo. In this role, you will be responsible for leading and supporting strategic enterprise initiatives across technology and back-office divisions. The focus is on driving the end-to-end delivery of complex transformation programs, including **AI initiatives, digital transformation (DX), business process reform, and enterprise-wide strategic projects.**

This position requires strong project governance, stakeholder management, and cross-functional coordination capabilities to ensure projects are delivered successfully within approved timelines and budgets.

**Responsibilities:**

- Lead and support the end-to-end delivery of strategic enterprise initiatives from planning through execution while managing schedules, deliverables, and cross-divisional coordination
- Support enterprise-wide transformation programs including AI, DX, and business process reform by facilitating Agile delivery practices and helping internal departments adopt modern methodologies
- Coordinate diverse stakeholders across cross-functional business units to achieve alignment and independently facilitate project meetings in both Japanese and English environments
- Monitor and manage project risks, critical dependencies, resource allocation, and financial performance against budgets to maintain rigorous enterprise governance standards

**Why Should You Apply?**

- An ownership role leading enterprise-wide strategic transformation initiatives with high business visibility, working directly with global leadership.
- Gain extensive global exposure within a collaborative bilingual environment supporting cutting-edge AI and DX programs.
- Strong team culture that supports a sustainable work-life balance alongside enterprise-scale organizational impact.
- Work with one of the world's leading financial networks, trusted by over 90 million customers globally.

**Company details:**

A US-based Fortune 500 global insurance leader with over 40 years of success in Japan, trusted by 90 million customers worldwide and heavily invested in digital transformation and diversity.

**Working Hours:** 9:00 - 17:30 (Monday through Friday)

**Working Style:** Hybrid (3 days in office, 2 days work from home)

**Holidays:** Saturday, Sunday, National Holidays, Year-end and New Year Holidays, Paid Holidays etc.

**Services/Benefits:** Full social insurance (health, welfare pension, work-related accident, employment), Transportation expenses, periodic health examinations, and paid leave.

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**スキル・資格**

- 5–10 years of experience in Project Management or Program Management.
- Proven working experience with Agile project delivery (minimum 3 years).
- Demonstrated experience managing end-to-end project governance, including risk mitigation, budget management, and resource allocation.

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**会社説明**