



CIO Office Manager | Strategy & Operations | Tokyo

Direct Partnership with the CIO-Globally

募集職種

人材紹介会社

Hire Pundit Japan 株式会社

採用企業名

HirePundit Japan K.K

求人ID

1597065

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 半数

雇用形態

正社員

勤務地

東京都 23区, 新宿区

給与

800万円 ~ 1200万円

ボーナス

固定給+ボーナス

更新日

2026年06月15日 12:32

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

???? 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

スキル・資格

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

会社説明