



Understanding People

Program Director / プログラムマネジメント責任者

Hybrid | Global program leadership

募集職種

人材紹介会社

スペシャライズドグループ株式会社

求人ID

1611130

業種

旅行・観光

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年09月04日 12:06

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

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

Project Management Director プロジェクトマネジメントディレクター | Program Leadership - Hybrid, Lead Team, Open to Non-Japanese

Overview

Our client is seeking a Project Management Director to lead a key team within an international travel agency specializing in hospitality management. This role offers the opportunity to manage a growing team of 11, drive client retention and profitability, and influence strategic client relationships on a global scale. The position is based in central Tokyo with a hybrid work setup and welcomes non-Japanese candidates, offering a competitive environment for career growth.

Key Responsibilities:

- Lead and motivate program management team to achieve company goals
- Establish and maintain strategic multi-level client relationships
- Oversee client business plans to meet company and client objectives

- Manage budgeting, pricing strategies, and financial reporting for clients
- Negotiate client contracts and service level agreements per company policy
- Maximize preferred vendor relationships to enhance service delivery
- Coach and develop team members through performance management and training
- Identify and pursue opportunities for client account growth and expansion
- Coordinate cross-functional teams to support client objectives
- Monitor client satisfaction metrics and implement improvement actions
- Ensure compliance with company commercial policies during negotiations
- Represent company in client quarterly and annual business reviews

Requirements:

- 5+ years of management experience in travel or hospitality
- Bachelor's degree or equivalent
- Fluency in English (mandatory)
- Experience in contract negotiation and pricing strategies
- Proficiency with business software applications
- Ability to travel domestically and internationally
- Experience leading cross-functional teams
- Knowledge of client retention and service quality metrics
- Familiarity with CRM and project management tools (e.g., Salesforce, MS Project)
- Understanding of financial analysis and budget management
- Japanese language skills (preferred but not mandatory)
- Experience in strategic business planning and account management
- Strong presentation and communication skills

Benefits:

- Hybrid work setup in central Tokyo

会社説明