



## **Project Coordinator/Manager**

*Lead with passion, work agile and have fun*

Our project managers are able to lead multiple global programs simultaneously by facilitating team collaboration and managing clients. PMs will work closely with the creative team to meet the program scope on time and budget. They are not afraid of speaking up and asking the right questions to the team and the clients. They are always the calmest person in the room to have both holistic view of the program goals and detailed view of the processes. They are expected to manage multiple program phases from legal document review, finance related such as invoicing, and coordination of meetings and at times facilitating requirements gathering.

The PC/PM often acts as the team coach, trainer and cheerleader. They should be sensitive to the needs of the team members and be prepared to be in a supporting role. Sometimes that involves helping resolve a challenging strategic question that is blocking progress; it also means making sure the team has plenty of mugi cha, coffee and mints. Also in the event where the team works late we buy dinner or take them out for Yakniku and beers afterwards. The PM should anticipate and coordinate those efforts.

Fluency in Japanese and English is required.

## **Job Requirements:**

- 2+ years of professional experience
- Great verbal and written communication skills in both English and Japanese
- Strong interests and passion in design and innovation field
- Detail oriented, proactive and not hesitate to speak up
- Likes to find and use various PM tools to manage projects and team structure
- Believes in collaboration with the team and solve problems creatively
- Strong hypothesis driven online research skills and strategic mindset
- Able to engage with clients to understand their needs and project concerns
- Can facilitate meetings and lead white board discussions

## **Additional Highly Desired Skills**

- Microsoft Excel / Google Spreadsheet
- Microsoft Word
- Keynote
- Trello or equivalent project tools
- English and Japanese Fluency
- Light Japanese <-> English translation skills

## **Contact**

- Send your CV here: [job@airline.design](mailto:job@airline.design)