



Job Description

Job Title	Japan Project Management Office (PMO) Senior Manager
Function	Triumph Sales Japan
Direct Reporting Line	Global Head of PMC / dotted report to Japan Representative Director & President, Head of Triumph Sales Japan
Location/Site	Tokyo Japan

PURPOSE OF THE JOB

The purpose of our Project Management Office is twofold: to manage Triumph's investment in the business transformation program in order to achieve delivery of strategic objectives; and to provide a full PMO service offering across the company's project portfolio to support its delivery.

GENERAL DUTIES and RESPONSIBILITIES

Responsible to coordinate and support the delivery of a sales growth strategy. The candidate will act as a facilitator between the various company divisions, Global and Regional, in order to track strategic project's development & completions.

1. Facilitate the delivery of multiple, cross-functional projects across Triumph Japan to agreed goals, timelines, scope and budgets
2. Support project leads in setting-up project/business plans, providing both a standard methodology and working tools
3. Directly perform modelling and analytical activities (Excel) to estimate expectations in terms of financial and business impacts of ongoing projects
4. Work in connection with the Financial Office & Business Controllers to track delivery of initiatives
5. Facilitate communication towards Japan board members and top managers, supporting project leads in documents redaction (PowerPoint)
6. Facilitate a timely delivery of monthly project status overview reports, organize and support transformation workshops and update calls
7. Grant the overall perspective on the transformation effort while contributing to the actual delivery of projects (define prioritization and scoping with Head of Divisions, interdependencies)
8. Develop strong relationships with key stakeholders, Global & Japan Management Board and transformation lead
9. Act as an interface between global and regional functions to ensure constant alignment and facilitate decision making
10. Facilitate the development of strategic projects that will bring profitable growth to Triumph Japan
11. Support Japan management to discover blind spots and room for opportunities
12. Align with Global PMO division on projects and communicate effectively on the progress of these projects

KEY INTERFACES

<u>Internal key customers</u>	<u>Area of Interface</u>
<ul style="list-style-type: none"> • Sales • Brand marketing • Brand merchandising • Global & Japan Finance • Demand planning • Operation • Global PMO 	<ul style="list-style-type: none"> • Actual analysis • Strategic projects development and completion • Mid Term Planning

key performance indicators (KPI)

- Project development and completion
- Timely delivery of growth strategy.
- Japan top line and bottom line objectives

Job Requirements

Professional EXPERIENCE

- 5 years of solid experience related to project management, strategic alignment, organization and innovation support.
- Experience in working with cross-functional teams and strong stakeholder management
- Experience in a consulting firm or a strategic department ideally in a consumer goods environment

EDUCATION • QUALIFICATION REQUIREMENTS

- Bachelor's Degree preferred, or equivalent combination of education, training, and experience
- Proven success record in an international organization in Japan with similar role

OTHER REQUIREMENTS

- Language skill:
 - Fluent Japanese and fluent level of business English, spoken and written
- IT proficiency:
 - Advanced proficiency in Microsoft Excel (Pivot, PowerPivot, DAX, etc.)
 - Database knowledge
- Demonstrated understanding of the design and development of reporting tools and dashboards.
- Knowledge of statistics and experience using statistical packages for analyzing large datasets

Personal Qualities

- **Strong business acumen:**
 - Strong ability to convert data into insights and deliver it as stories , utilizing pictures and narratives
 - Analytical and Critical, and Conceptual Thinking
 - Good numerical skills
- Precise, organized, and persistent
- **Fast learner, agile, Go-getter, hands on & Can-do attitude**
- Excellent interpersonal skills
- Teamworking skills
- Excellent oral and written communication skills
- Self-motivated
- **Problem solving qualities**