



## **LOCAL PROJECT MANAGER – TOKYO, JAPAN**

**Job Summary:** Responsible for supporting the Events & Operations Team in all aspects of preparation and execution for our onsite team and operations for Tokyo 2020. Build and solidify partner relationships to obtain resources to meet the needs of our onsite operations. Key liaison for communication and planning for the success of the Games.

### **DUTIES & FUNCTIONS**

- Develop key local partnerships with vendors, suppliers, and other necessary contacts to streamline onsite operations
- Observe and maintain communication between Cartan and relevant partners
- Provide in-depth knowledge of host city and country's culture, history and communication standards to the Cartan team
- Assist in local volunteer recruitment, training and onsite staffing operations for our Volunteer Program and overall all-team staff training
- Maintain a strong understanding of Cartan operational protocols and systems
- Support all departments with accurate, consistent onsite data and administration within key timeframes and deadlines
- Other duties as assigned

### **REQUIRED QUALIFICATIONS AND SKILLS**

- Ability to live and work in Japan
- Experience in corporate hospitality, event and logistics management
- Advanced level of English with business level written and verbal communication skills
- Advanced or native level of Japanese
- Proven experience in building and maintaining business relationships
- Excellent hospitality and customer service skills
- Development and management of small teams
- Excellent organizational skills
- Sound problem solving & decision-making capabilities
- High level of initiative and pro-activity
- Strong time management skills
- Possess the ability to think laterally in order to achieve the desired outcome
- Flexible working style, while remaining calm under pressure