



RxLogix Corporation

Title: Associate Director- Professional Services

Location: Tokyo, Japan

Date: 12th June 2020

Job Status: Full Time

General Purpose: Director (or Associate Director), Professional Services in Project Management to manage organization of client projects, providing expertise in delivering every project on time within budget and scope. Responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals

Essential Duties & Responsibilities:

Provides business expertise with all aspects of Project Management, which include:

- Lead the planning and implementation of project
- Develop project plan and ensure resources, which include:
 - Facilitate the definition of project scope, goals and deliverables
 - Define project tasks and resource requirements
 - Develop full scale project plans
 - Assemble and coordinate project staff
- Manage and monitor project, which include:
 - Manage project budget
 - Manage project resource allocation
 - Plan and schedule project timelines
 - Track project deliverables using appropriate tools
 - Constantly monitor and report on progress, issues and mitigations of the project to all stakeholders
 - Perform risk management to minimize project risks
- Provide direction and support to project team
- Report and escalate to senior management as needed
- Implement and manage project changes
- Manage the relationship with clients and all stakeholders
- Manage more than one project at one time
- Sales Support Activities (e.g. pre-sales)
- Practice development (internal) projects as assigned, to grow the company assets
- Team Management – As Assoc. Director or Director to manage service delivery team in Japan.

Minimum Requirements

- University degree, preferably Information Technology or relevant fields
- 10-15 years of experience; 7-10 years of project management experience (highly desirable to have big-5 or large SI experience)



RxLogix Corporation

- Proven communication (written and verbal) and computer (MS Project, Excel, PowerPoint, and Word) skills.
- Experience in pharmaceutical environment, preferably in system validation and/or pharmacovigilance, or in drug safety departments.
- Direct Drug Safety systems (e.g., Argus) experience with knowledge of PMDA regulations and Japan PV process and practices.
- Must have experience delivering enterprise software implementations
- Bilingual (English and business level Japanese above), minimum 5 year's work experiences in Japan
- At least 3 years' team management experiences in diversity

Preferred Qualifications

- MBA/MS/M-IT
- Project Management Certificate is a plus

Travel Expectations

25-100% Travel