Volvo Car Japan, Executive Office Coordinator

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Company name
Volvo Car Japan Limited

Job description

Executive Office Coordinator, Volvo Car Japan

Our purpose is ‘For Life. To give people the freedom to move in a personal, sustainable, and safe way’, building on our proud history and leadership in safety to ensure that we become pioneers for both people and planet.

Volvo Car Japan is now looking for an Executive Office Coordinator to help advance this vision in the Japanese automotive industry. It’s a great opportunity to work in a fast-paced environment where you help facilitate important projects and decisions that will contribute to advancing pioneering change in an industry that is going through the biggest transformation in its history.

Position

Executive Office Coordinator

Place

Volvo Car Japan Office, 1-1-1 Shibakoen, Minato-ku, Tokyo

Missions

- To assist the Managing Director and the Management Team on strategic projects

- To provide professional and reliable support to Managing Director and Management Team on daily business operations
- To support linkage between the Management Team and the organization by promoting follow-up communication and offering needed information in a timely manner, to facilitate the completion of their missions in the most effective & efficient manner

Responsibilities

Project Management Office
- Working with the Managing Director and Management Team to define, prioritize, and develop strategic projects to advance company objectives
- Project management planning, including setting deadlines, prioritizing tasks, and assigning team members to various deliverables

KPI & Governance Structure
- Overseeing and managing the corporate KPIs, including data collection, dashboard, and strategic follow-ups
- Overseeing and managing the corporate governance structure, which includes agenda-setting and arranging for weekly Management team meetings; monthly closing meetings; town hall meetings; quarterly planning meetings; and other forums with the Management Team
- Streamlining work streams and optimizing governance structure to facilitate quick and efficient decision-making for the Management Team

Organization & Coordination
- Ensuring up-to-date and accessible materials and data, through clear organization and documentation
- Coordinating with the equivalent of the APEC Management Team for meeting set-ups agenda-setting, Managing Director logistics support, etc.
- Supporting the Managing Director and Management team for global leadership visits and meetings, by preparing agenda and presentations

Qualifications

- adequate knowledge of business governance and project management
- advanced bilingual communication skills (both in Japanese / English, written and verbal skills)
- strong organizational skills with systematic approach and attention to details
- people management skills – good communicator / negotiator to get the message across in a timely and friction-free manner
- good team player to cooperate and coordinate with various departments / external contacts, to complete tasks within given time frame and work together towards common goals
- self-motivator, proactive and enterprising to take on challenges and develop new ideas and solutions
- good work/life balance & time management skills, good health, stress tolerant, ability to work under pressure

Experiences
- Working experience related to project management office or similar role
- College / University degree

- Microsoft Office skills (Word, Excel, PowerPoint)

Apply by sending your application with CV and cover letter to vsaiyo@volvocars.com

Email
vsaiyo@volvocars.com