

United Kingdom Jobs Expertini®

Assistant Project Manager - bilingual Japanese/English

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Company: Cookpad

Location: Greater Bristol Area

Category: other-general

Cookpad is a food tech company dedicated to shaping the future of home cooking and food as a pillar for a sustainable future. At our Bristol headquarters we have been developing innovative product ideas and have launched an exciting product in the food and cooking space. We are looking for a bilingual Japanese/English speaker to join our team and support a busy product manager whose focus is development activities that enhance our service. The role is located in Bristol and primarily office-based with minimal hybrid working. Joining our team in Bristol, the role of Assistant Project Manager is an exciting next step for someone who has experience working in an IT management consulting firm and now wants to get hands-on experience in a fast-growing, mission-driven tech company. Requirements: Essential is fluency in spoken and written Japanese and English and professional experience, ideally in an international business context. You will also be self-driven and looking to accelerate your own learning by taking on something completely different. The role will be broad - encompassing operations, strategy, insights and ownership of smaller projects. You'll help with analysis and pragmatic and sustainable solutions and then work with the team to implement them. We have deliberately structured the team to have minimal hierarchy and a relentless focus on delivering the end goal - a product that is valued by our customers. It is a start-up environment - always fast-moving, scrappy at times and working alongside talent who believe in the product. If you are not comfortable with change at pace, this is not the role for you. What we are looking for: Commercial and operational awareness and ideally a track record of on-time delivery and proactive issue resolution. Demonstrated start-up experience or a startup mindset and experience working on

a consumer-facing product (there are frequent minor changes in our product design since we are still developing our service). Solutions focussed and a high level of optimism. Communication on a 'no surprises' basis - including the status of project priorities and ensuring information is up to date and cascaded appropriately to decision makers and the wider team. A commitment to carrying out tasks and projects from start to finish, ensuring all operational details are handled and objectives are met. What we offer: The position is full-time employment and subject to a probation period. An office location in Bristol within 5-10 minutes of major train and bus routes. The chance to work in a fast-paced, highly ambitious team. A fully stocked pantry and large cooking space where we can cook and eat together. A competitive salary

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