



Bilingual PMO

Bilingual PMO at global FMCG company!

Job Information

Recruiter

PROGRE Ltd

Hiring Company

International FMCG company

Job ID

1486821

Industry

Daily Necessities, Cosmetics

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Refreshed

July 19th, 2024 10:03

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English Only)

Minimum Japanese Level

Business Level

Minimum Education Level

High-School or Below

Visa Status

Permission to work in Japan required

Job Description

[Responsibilities]

- Implement project management, change management, service management methodologies, and usability practices using established solutions, applications, and best practices to ensure compliance with standards.
- Facilitate communication and coordination to ensure project success, regularly providing project status reports and other relevant information to stakeholders and senior management.

- Anticipate and mobilize cross-functional resources as needed (including procurement, legal, technology, finance, third-party suppliers, and consultants).
 - Execute projects within the agreed-upon scope, budget, resources, and timelines.
 - Take steps to enhance quality and reduce risk in projects, managing scope changes and expectations through risk analyses, impact assessments, needs assessments, financial analyses, requirements sign-off, test planning and execution, contingency planning, and deployment strategies.
 - Develop and distribute high-quality project documentation to all relevant parties, including project plans and schedules, project charters, communication plans, requirements documents, design documents, deployment plans, test plans, maintenance transition plans, and closing reports.
 - Coordinate, oversee, and influence project stakeholders across various functions and management levels.
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Required Skills

[Skills Required]

- 10+ years of professional experience, including a minimum of 5 years in project management.
- Certified in PMP and/or Scrum.
- Proven ability to lead and take ownership of major projects.
- Experience in project coordination.
- Background in transformation projects, including the design and execution of change within sales, marketing, or company contexts.
- Experienced in working within multinational and multicultural companies.
- Direct experience collaborating with business stakeholders.
- Proficient in Microsoft Office products (Excel, PowerPoint, Word, Outlook) with experience in creating management-level analyses and visualizations.

Language proficiency required:

English: Fluent or native level.

Japanese: Business level or higher.

Company Description