



English Only OK!!! 【 IT PMO Position】 Salary more than 6m~

## Job Information

### Temp Agency

[Randstad K.K., Professionals](#)

### Job ID

1497835

### Industry

Internet, Web Services

### Non-Japanese Ratio

Majority Non-Japanese

### Job Type

Temp to Perm

### Location

Tokyo - 23 Wards

### Salary

5 million yen ~ 8 million yen

### Refreshed

January 2nd, 2025 02:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Fluent (Amount Used: English Only)

### Minimum Japanese Level

None

### Minimum Education Level

Bachelor's Degree

### Visa Status

No permission to work in Japan required

## Job Description

- Project management
- Creating a schedule for each project to complete a project in time
- Supporting for getting release and operation approval
- Communication with other teams
- Reporting project/product status to managers
- Monthly billing report creation
- Each engineer's task management and task prioritization
- Other non-technical BAU tasks

## Required Skills

- Project management in IT domain(more than 3 years)

- Presentation skill
- Negotiation skill
- Ability to manage multiple projects at the same time
- Experience in Github/JIRA/Confluence
- Experience in Excel/PowerPoint
- Punctuality on schedule management
- Strong accountability and ownership
- Result oriented mindset

---

## Company Description