



## Bilingual IT PMO

### Job Information

**Recruiter**

Next Move K.K.

**Job ID**

1514665

**Industry**

IT Consulting

**Job Type**

Contract

**Location**

Tokyo - 23 Wards, Minato-ku

**Train Description**

Toei Oedo Line, Akabanebashi Station

**Salary**

Negotiable, based on experience

**Refreshed**

January 7th, 2025 19:05

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

- Collaborating with team member to define, prioritize, and keep track progress.
- Planning project management, including setting deadlines, prioritizing tasks, and assigning team members to various deliverables.
- Collaborating with Project Manager to analyse financial data, including project forecast, resource allocation, travel planning, time reporting.
- Providing management reports (e.g. overall progress reports, project controlling report, weekly status report)
- Bridging between company offshore project manager and partner project manager during regular project meetings
- Following up with various team members on issues progress

### Required Skills

- Proven work experience as a Project Management Officer or similar role
- Strong attention to details and technicalities

- Excellent organizational and technical abilities
- Good interpersonal and multi-tasking skills
- Relevant training and/or certifications as a Project Management Officer is and advantage
- Fluent in Japanese and English (verbal and written).

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## Company Description