



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

February 18th, 2025 00:00

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).

Company Description