

**【急募】 PMO: Project Support - バイリンガル向け**

ジュニア向け,Hybrid working environment

## Job Information

**Temp Agency**

SPOTTED STAFFING Inc.

**Job ID**

1528153

**Industry**

IT Consulting

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Temporary

**Location**

Kanagawa Prefecture

**Salary**

3.5 million yen ~ 4.5 million yen

**Hourly Rate**

月給制

**Work Hours**

9:00-18:00

**Holidays**

土日祝日

**Refreshed**

March 24th, 2025 11:59

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

【 Internal Position 】 【 Project Support 】 【 バイリンガル プロジェクトサポート 】

【 3ヶ月終了後の正社員登用を前提！ 】

An urgent hiring from the team that's handling various Internal Projects at large multi-national company!

Work with both business and IT divisions, facilitate meetings as needed

- Conduct internal stakeholder hearings to analyze the requirements.
- Manage or coordinate various internal IT projects
- Facilitate meetings with internal stakeholders and vendors
- Provide support and training to internal end users after the implementation, if needed

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### Required Skills

- IT project support experience
- Strong analytical and problem solving skills
- Strong facilitation and communication skills
- Fluent Japanese proficiency, including writing
- Business level English proficiency, including writing

### Preferred Experience and Knowledge

- SAP technical consulting experience
- Expertise knowledge in either S/4HANA, MM, SD, or FICO module
- SAP Certification in above modules

### 福利厚生・その他

- 社保完備
- 健康診断費用負担
- インフルエンザ予防接種補助
- 交通費
- 年次有給休暇
- 年末年始休暇

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