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Michael Page   www.michaelpage.co.jp

PMO at Japanese IT Company

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Job Information

Recruiter
Michael Page

Job ID
1532201

Industry
Internet, Web Services

Job Type
Temporary

Location
Tokyo - 23 Wards

Salary
Based on hourly rate

Hourly Rate
¥2500 - ¥3000

Refreshed
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General Requirements

Career Level
Mid Career

Minimum English Level
Fluent

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

We are seeking a diligent and dedicated Project Management Officer (PMO) to facilitate the smooth execution of technology projects within our FMCG department.

Client Details

Our client is a multinational conglomerate that operates in various industries. It is a large organization with a robust technology department that delivers innovative solutions, particularly in the FMCG sector.

Description

- Coordinate and manage technology projects within the FMCG department.
- Develop and maintain detailed project schedules, including all administrative tasks and sites involved in the project.
- Coordinate with cross-functional teams to ensure project adherence to schedule and scope.
- Monitor project progress, maintain project documentation and issue regular status reports.
- Assist in the development of project budgets, expense reports, and forecasts.

- Identify, track and communicate project risks and issues.
- Facilitate effective communication within the project team and across key stakeholders.
- Ensure strict compliance with company and legal regulations.

Job Offer

- Commuter
- Social Insurance

応募は、以下の応募ボタンからお願いします。詳細につきましては、Maika Endoにお問い合わせください+81357337160。

Required Skills

- A degree in Business Administration, Information Systems, or a related field.
- Proven experience in project management and team coordination.
- Strong knowledge of the FMCG industry and related technology.
- Excellent communication, organizational and leadership skills.
- Proficiency in project management software tools.
- Exceptional problem-solving abilities.

Company Description

Japanese IT