

**MichaelPage**

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## Project Management Support at IT Company

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#### Job Information

**Recruiter**

Michael Page

**Job ID**

1532202

**Industry**

Internet, Web Services

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Based on hourly rate

**Hourly Rate**

¥2700 - ¥3300

**Refreshed**

April 13th, 2025 23:42

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Post Grad Degree (PHD/MBA etc)

**Visa Status**

Permission to work in Japan required

#### Job Description

This temporary position is for a PM Support role within the fast-paced FMCG industry, based in Tokyo. The selected candidate will be expected to offer comprehensive support within the technology department of the company.

#### Client Details

The company is a large organization that operates in the FMCG industry. They are well-established and have a strong presence in the market. Despite being a large organization, the company maintains a close-knit team environment.

#### Description

- Providing support to the project management team
- Assisting with the development and maintenance of project plans
- Coordinating and communicating project activities
- Managing project tasks and timeframes
- Assisting with project documentation

- Contributing to team effort by accomplishing related results as needed
- Participating in project meetings and providing updates
- Reporting on project progress to stakeholders

#### **Job Offer**

Commuter

Hybrid working environment

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。

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#### **Required Skills**

- A degree in technology or a related field
  - Proficiency in project management software
  - A strong communication skill in Japanese/English
  - Excellent communication and coordination skills
  - A proactive approach to problem-solving
  - The ability to work well in a team environment
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#### **Company Description**

IT Company