

## 【大手IT系】プロジェクトマネジメントPMO

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## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1493214

## 業種

小売

## 雇用形態

派遣

## 勤務地

東京都 23区

## 給与

時給制

## 時給

¥2200 - ¥2500 + 社会保険完備、交通費別途支給

## 勤務時間

Working time: 09:00-17:30

## 更新日

2024年09月04日 16:38

## 応募必要条件

## キャリアレベル

中途経験者レベル

## 英語レベル

日常会話レベル

## 日本語レベル

ビジネス会話レベル

## 最終学歴

大学卒：学士号

## 現在のビザ

日本での就労許可が必要です

## 募集要項

The PMO role involves collaborating closely with leadership to manage and deliver complex cross-group programs within Rakuten Tech divisions and Business Units, ensuring projects are completed on time and within budget. Responsibilities include supporting project initiatives, facilitating meetings, tracking key metrics, providing translation support, and proactively improving processes across the organization.

## 企業情報

A global leader in e-commerce, fintech, digital content, and communications, renowned for its innovation work environment. Join us to be part of a forward-thinking company that offers vast opportunities for growth and development in a diverse and inclusive culture.

## 職務内容

- Provide project and initiatives support as PMO team
- Facilitate and manage different meetings within the organization
- Write meeting minutes and follow up action items
- Provide translation support
- Works closely with leadership and management teams to ensure that programs are successfully executed
- Proactively identifies and resolves issues and makes recommendations for improvements to existing processes
- Expand project management standard across the organization

#### 条件・待遇

- Working time: 09:00-17:30
- Hybrid working style

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Liao at +81 3 6832 8607.

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#### スキル・資格

- Bilingual English and Japanese speaker
  - Microsoft suite skills (Excel, Word, Power Point)
  - Prior experience in coordinating projects and initiatives
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#### 会社説明

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