

nextmove 

Bilingual IT PMO

募集職種

人材紹介会社

ネクスト・ムーブ 株式会社

求人ID

1514665

業種

ITコンサルティング

雇用形態

契約

勤務地

東京都 23区, 港区

最寄駅

都営大江戸線、 赤羽橋駅

給与

経験考慮の上、応相談

更新日

2025年01月07日 19:05

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

- 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

スキル・資格

- 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 an advantage
- Fluent in Japanese and English (verbal and written).

会社説明