



English Only OK!!! 【 IT PMO Position】 Salary more than 6m~

Job Information

Temp Agency

Randstad K.K., Professionals

Job ID

1497835

Industry

Internet, Web Services

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Temp to Perm

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 8 million yen

Refreshed

March 26th, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English Only)

Minimum Japanese Level

None

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

- Project management
- Creating a schedule for each project to complete a project in time
- Supporting for getting release and operation approval
- Communication with other teams
- Reporting project/product status to managers
- Monthly billing report creation
- Each engineer's task management and task prioritization
- Other non-technical BAU tasks

Required Skills

- Project management in IT domain(more than 3 years)

- Presentation skill
- Negotiation skill
- Ability to manage multiple projects at the same time
- Experience in Github/JIRA/Confluence
- Experience in Excel/PowerPoint
- Punctuality on schedule management
- Strong accountability and ownership
- Result oriented mindset

Company Description