



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

April 23rd, 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
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## Company Description