



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**

July 3rd, 2025 07:00

#### 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