



## Bilingual IT PMO

### Job Information

#### Recruiter

Next Move K.K.

#### Job ID

1514665

#### Industry

IT Consulting

#### Job Type

Contract

#### Location

Tokyo - 23 Wards, Minato-ku

#### Train Description

Toei Oedo Line, Akabanebashi Station

#### Salary

8 million yen ~ 11 million yen

#### Refreshed

February 6th, 2026 17:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Business Level

#### Minimum Education Level

High-School

#### Visa Status

Permission to work in Japan required

### Job Description

- 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

### Required Skills

- 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).

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#### Company Description