

# THAKRAL ONE

## Project Management Office (PMO)

### Support High-Impact IT Programs in Tokyo

#### Job Information

**Hiring Company**[Thakral One](#)**Job ID**

1532225

**Industry**

IT Consulting

**Job Type**

Contract

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 9 million yen

**Refreshed**

July 14th, 2025 02:00

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

**Job Description**

As a PMO, you will support multiple projects across the board and support the smooth operation of the projects. The main duties are as follows.

**1. Project Management Support**

- We support the management of multiple projects from among about 50 systems and related projects.
- Gain visibility into progress, issue management, and resource allocation to help your project succeed.
- We assist the project throughout the entire process, from the proposal and contract phase to the maintenance and operation phase.
- Leverage project management tools such as JIRA, Redmine, Asana, and Azure DevOps Boards to streamline task management and progress management.

**2. Cost and Income and Expenditure Management Support**

- We will grasp the income and expenditure status of the project and support the operation within the budget.

- Quickly address budget issues and adjustments, and prepare reporting materials to management.

### 3. Deliverable Quality Support

- We assist in the review and review of project deliverables based on quality standards.
- We participate in the formulation of quality standards and propose process improvements to improve quality.
- Evaluate deliverables and provide feedback after the project is completed to drive improvement.
- We use review methods and checklists to ensure the quality of deliverables and conduct document and code reviews.

### 4. Proposal and sales support

- Work with the sales team to organize customer requirements and assist in the preparation of proposals and quotes.
- We will assist you in confirming and adjusting the details of the contract and ensure that the contract phase proceeds smoothly.

### 5. Risk Management & Problem Solving

- We identify risks and issues in the course of the project, and propose and implement countermeasures.
- Through stakeholder coordination, we support projects to move forward as planned.
- In cooperation with the PM, we will organize issues, manage schedules, and smoothly coordinate work within the team.

---

## Required Skills

### The type of person we are looking for

- Excellent coordination and communication skills
- Those who have strong writing and analytical skills
- Those who have external negotiation skills and can coordinate among stakeholders
- Those who can determine the priority of work and respond quickly

### Required Experience

- Work experience as a PMO or PM
- Experience using project management tools
- Experience in deliverable quality control and review
- Work experience as an assistant PM
- Knowledge and experience in IT system development projects

### Welcome Experience

- Experience implementing project management tools
- It is a plus if you are comfortable with English and can converse and negotiate in English.

### Location

Higashi Nihonbashi, Chuo-ku, Tokyo (resident for the time being)

### Working Hours

9:00~17:30

---

## Company Description