

MichaelPage

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IT Software Bilingual PMO

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Job Information

Recruiter

Michael Page

Job ID

1552332

Division

IT Software Bilingual PMO

Industry

Retail

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 10 million yen

Work Hours

Working time: 09:00-17:30

Refreshed

July 18th, 2025 19:30

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This PMO role involves overseeing general office operations, including scheduling, documentation, and event coordination. The position requires strong administrative skills, proficiency in Microsoft Office, and excellent communication abilities.

Client Details

A global leader in e-commerce, fintech, digital content, and communications, renowned for its innovation work environment. Join us to be part of a forward-thinking company that offers vast opportunities for growth and development in a diverse and inclusive culture.

Description

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- Overseeing general office operation
- Take facilitation for initiative like All hands, dept level meeting & activities.
- Coordinating appointments and meetings and managing manager's schedules.
- Creating presentations, meeting minutes and other management-level reports.
- Coordinating team building events as needed.
- KPI tracking and process management.

Job Offer

- Working time: 09:00-17:30
- Hybrid working style

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Liao at +81 3 6832 8607.

Required Skills

- Experience in PMO or in related field
 - Experience in working in cross-cultural development teams.
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Company Description

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