



Infrastructure Project PMO -[Bilingual Role]

Bridge Japan and the World

Job Information

Hiring Company

[Intersoft K.K.](#)

Job ID

1556614

Division

Infrastructure Division

Industry

Investment Banking

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Japan

Salary

6 million yen ~ Negotiable, based on experience

Refreshed

October 17th, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Business Level

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

Infrastructure Project PMO – Bridge Japan and the World [Bilingual Role]

We are seeking an experienced **Project Manager** to lead and coordinate infrastructure-related initiatives within our IT organization. The role involves close collaboration with other IT teams (such as network, security, and application teams) and business stakeholders to ensure successful project delivery, from planning through execution and handover.

当社のIT組織内で、インフラ関連プロジェクトを主導・調整する経験豊富なプロジェクトマネージャーを募集しています。ネットワーク、セキュリティ、アプリケーションなどの他ITチームや、ビジネス部門との緊密な連携を通じて、企画から実行、引き渡しまでプロジェクトを成功に導く役割を担っていただきます。

Key Responsibilities / 主な業務内容

- Lead infrastructure projects including server upgrades, network improvements, data centre operations, and cloud migrations.
- Coordinate cross-functional teams to ensure alignment of goals and schedules.
- Manage project scope, budget, and timeline to meet delivery objectives.
- Communicate project progress, risks, and issues to management and stakeholders.
- Collaborate with business users to gather requirements and ensure IT solutions meet operational needs.
- Prepare project documentation, reports, and post-implementation reviews.
- Drive process improvement and promote best practices in project management.
- サーバーアップグレード、ネットワーク改善、データセンター運用、クラウド移行などのインフラプロジェクトを主導
- 複数部門・チーム間の調整を行い、目標・スケジュールの整合性を確保
- プロジェクトのスコープ、予算、スケジュールを管理し、納期遵守を実現
- プロジェクトの進捗、リスク、課題をマネジメントおよび関係者に報告
- ビジネス部門との要件定義を行い、業務要件に合致したITソリューションを提供
- プロジェクト関連文書、報告書、導入後レビューの作成
- プロジェクト管理手法の改善およびベストプラクティスの推進

Are you someone who can **speak both tech and business — in both English and Japanese** ?

We're looking for a **bilingual Infrastructure Project PMO** who thrives in cross-cultural environments and knows how to connect the dots between global teams and local stakeholders.

You'll be playing a **critical connector role** in leading infrastructure-related projects across Japan and regional teams — helping ensure smooth collaboration, clear communication, and high-quality delivery.

Why Join Us?

- Work in a **truly bilingual** environment — English and Japanese used daily
- Collaborate with **teams across Japan and overseas**
- Hybrid/remote work environment with flexible working style
- Culture of transparency and ownership — your ideas matter
- Opportunity to **lead impactful, large-scale infrastructure projects**
- Be the key bridge between **tech and business, global and local**

Required Skills

- Bachelor's degree in IT, Engineering, or related field.
- 5+ years of experience in IT project management (preferably infrastructure-related).
- Strong understanding of IT infrastructure (servers, networks, storage, cloud, etc.).
- Excellent communication skills in both English and Japanese (business level).
- Experience in stakeholder management and cross-functional coordination.
- PMP, PRINCE2, or equivalent certification preferred.

- 情報技術、工学、または関連分野の学士号
- ITプロジェクトマネジメントの実務経験5年以上（特にインフラ関連歓迎）
- サーバー、ネットワーク、ストレージ、クラウドなどインフラ全般に関する深い理解
- 英語・日本語ともにビジネスレベルの優れたコミュニケーション能力
- 関係者との調整およびマルチチーム間の協働経験
- PMP、PRINCE2などのプロジェクト管理資格保持者は尚可

Company Description