

Michael Page

www.michaelpage.co.jp

## PMO

## PMO (7-12M)

## Job Information

## Recruiter

[Michael Page](#)

## Job ID

1558340

## Industry

System Integration

## Company Type

Large Company (more than 300 employees) - International Company

## Job Type

Temporary

## Location

Saitama Prefecture

## Salary

Negotiable, based on experience

## Refreshed

September 17th, 2025 15:05

## General Requirements

## Minimum Experience Level

Over 1 year

## Career Level

Mid Career

## Minimum English Level

Daily Conversation

## Minimum Japanese Level

Fluent

## Minimum Education Level

Bachelor's Degree

## Visa Status

Permission to work in Japan required

## Job Description

This PMO role supports a major strategic initiative, working directly with the Project Manager and contributing to planning, tracking, and stakeholder communication. The position offers a hybrid work setup and competitive compensation, with immediate onboarding.

## Client Details

Our client is driving a large-scale transformation project with global reach. The team includes experienced PMOs and a dedicated PM, and is preparing for an even larger initiative next year. The environment is collaborative and bilingual.

## Description

- Assist the Project Manager in planning, tracking, and reporting project progress.

- Coordinate with stakeholders across Germany, China, and Japan.
- Collect status updates, resolve issues, and ensure smooth communication.
- Organize meetings and share updates with relevant parties.
- Prepare Japanese-language documentation for domestic clients.
- Use Microsoft Project and other Microsoft tools for project management tasks.

#### **Job Offer**

- Commuting allowance to support your travel expenses.
- Collaborative work environment with a focus on project success.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Anna Fuji on +81366276095.

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#### **Required Skills**

- Proven track record supporting Project Managers.
- Excellent communication skills, especially in cross-cultural settings.
- Proficiency in Microsoft Project and other Microsoft tools.
- Native-level Japanese and business-level English (low business level acceptable).

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#### **Company Description**

Our client is driving a large-scale transformation project with global reach. The team includes experienced PMOs and a dedicated PM, and is preparing for an even larger initiative next year. The environment is fast-paced, collaborative, and bilingual.