

## Technical Program Management Office (PMO) ◎1級電気工事施工管理技士取得者

風力発電業界でのエンジニア経験必須/東京オフィス勤務/フレックスあり

## Job Information

## Hiring Company

Siemens Energy

## Job ID

1574434

## Division

Wind Power, Onshore

## Industry

Petrochemical, Energy

## Company Type

International Company

## Job Type

Permanent Full-time

## Location

Tokyo - 23 Wards, Shinagawa-ku

## Train Description

Toei Oedo Line, Shiodome Station

## Salary

8 million yen ~ 11 million yen

## Salary Bonuses

Bonuses included in indicated salary.

## Work Hours

8:00 ~ 17:00 ( 所定労働時間8時間 )、休憩60分、フレックスあり ( コアタイム無 )

## Holidays

完全週休2日制 ( 土・日 )、祝日、夏季休暇、年末年始休暇 等

## Refreshed

June 5th, 2026 02:00

## General Requirements

## Minimum Experience Level

Over 3 years

## Career Level

Executive

## Minimum English Level

Daily Conversation

## Minimum Japanese Level

Native

## Minimum Education Level

High-School

## Visa Status

Permission to work in Japan required

## Job Description

◀ Job Description &amp; Position Highlights ▶

- Responsible for PMO operations and materials/tools management for technical projects
- The rewarding challenge of overseeing progress, budgets, and dependencies across multiple projects
- Exerting influence through establishing project management methodologies and guiding teams
- Supporting career growth through hybrid work arrangements and learning support platforms

### 【Job Responsibilities】

#### ■A Snapshot of Your Day

Technical Program Management Office (PMO) work is accountable for providing central expertise, support, and control for an organization's technical projects

Stock management of tools, equipment and parts.

To maintain the status of each WF warehouse (primarily in Hokkaido but nationwide) in a current and appropriate condition.

#### ■How You'll Make an Impact

- Developing technical program/project management best practices/templates and providing training/mentoring to project teams
- Monitoring dependencies across multiple inter-related technical projects
- Gathering and reporting consolidated technical project status and financial information to leadership
- In some organizations may serve as a central governing body to review/audit adherence to methodologies, budgets, and timing
- In some organizations may provide full staffing and management for the organization's major technical projects/programs

< Stock management of tools, equipment and parts. >

- Management of all tools, equipment and components requiring calibration
- Ordering and searching for tools, components and equipment within the warehouse
- Assessing whether management status is appropriate and implementing corrective action where necessary
- Submission of maintenance certificates for all equipment subject to periodic inspection and distribution to relevant parties
- Responsible for the dispatch and collection of tools, components and equipment, and logistics management of materials.
- Coordinating the dispatch status of tools, parts, and equipment with site managers  
※Confirming the return status of tools, parts, and equipment requiring packaging, dispatch requests, receipt confirmation, or return
- Managing the replacement of tools, parts, and equipment unsuitable for operations and monitoring damage rates
- Creating toolkits for key components, signing compliance documents for delivered equipment, and attaching calibration and safety documentation.

#### ■Rewards/Benefits

- Opportunities to work with diverse team and gain regional experience.
- Readily available learning platform to support your career growth.

#### ■About the Team

Our Corporate and Global Functions are essential in driving the company's strategic initiatives and ensuring operational excellence across various departments, business areas, and regions. These roles support our vision to become the most valued energy technology company in the world. As part of our team, you contribute to our vision by shaping the global energy transition, partnering with our internal and external stakeholders, and conducting business responsibly and in compliance with legal requirements and regulations.

#### 雇用条件

正社員(試用期間6か月)

#### 勤務地

東京都 港区 東新橋1丁目9番1号東京汐留ビルディング14F

最寄駅 各線汐留駅 徒歩9分

#### 給与

想定年収800万円～1,050万円

月給 ¥500,000～ 基本給 ¥500,000～を含む/月

賞与実績:年2回

#### 【諸手当】

- 通勤手当 (会社規定に基づき支給)
- 残業手当 (残業時間に応じて別途支給)

#### 福利厚生・制度

- 社会保険完備 (健康保険 厚生年金保険 雇用保険 労災保険)
- 家族手当
- 住宅手当
- 退職金制度
- 財形貯蓄制度
- リフレッシュ/結婚/忌引/産前産後での休暇制度有

\*寮・社宅はありませんが住宅手当のサポートは完備しています。

#### Required Skills

**応募必要条件**

- 風力発電業界でのサービスエンジニア経験（5年以上目安）
- 1級電気工事施工管理技士の資格保有者
- 英語ビジネスレベル以上

**採用人数：1名**

**選考プロセス**

書類選考→面接3回想定→内定

\*筆記試験特になし

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**Company Description**