シンガポールの求人なら
JAC Recruitment Singapore

CR/096552 | PMO

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1575385

Industry
IT Consulting

Job Type
Contract

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
May 12th, 2026 09:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent

Minimum Japanese Level
Fluent

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A well-established, global technology services company delivering IT solutions, infrastructure support, and outsourced operational services. It works with clients across various sectors to enhance efficiency and strengthen digital capabilities.

JOB RESPONSIBILITIES

- Provide PMO support including preparing documentation, coordinating sessions, and assisting with reporting.

- Engage with Japan-based teams via email and online meetings in Japanese to support project coordination.

- Address project-related topics with the Project Manager and ensure alignment across teams.

- Assist in managing end-to-end project activities including requirements, solution design, development coordination, testing, acceptance, training, rollout, and documentation, following internal project governance standards.

- Build a solid understanding of business needs, system architecture concepts, and solution design principles.

JOB REQUIREMENTS

- Degree in Information Technology, Computer Science, or a related field.

- Atleast 4 years of experience within IT or project-related environments.

- Japanese language proficiency (written and spoken) to communicate effectively with Japan-based teams and stakeholders.

- Liaise directly with Japan-based teams and address project matters with the Japanese Project Manager.

- Prior banking or financial experience is not required.

- Experience working in multinational teams or on cross-border projects.

- Prior experience as a PMO or involvement in IT project management.

- Experience in interpreting business workflows and create structured documentation such as process maps, system overviews, and configuration summaries using tools like Excel or PowerPoint.

- Understanding on banking concepts such as loans, deposits, accounting workflows, customer information systems, and general IT processes is good to have.

- Familiarity with one or more of the following areas (good to have): Foreign Exchange, Money Market, Derivatives (e.g., Interest Rate Swap, Cross-Currency Swap), Bonds, Local payment systems, Cross-border or high-value payment platforms

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

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#countrysingapore

Company Description