



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

April 28th, 2026 11:01

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)

#LI-JACSG

#countrysingapore

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Company Description