

## SAP PMO

### Job Information

**Recruiter**

JP Tokyo & Co.

**Job ID**

1577741

**Industry**

IT Consulting

**Job Type**

Contract

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 9 million yen

**Refreshed**

February 10th, 2026 18:54

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Position:** SAP PMO

**Experience:** 2-3 Years

**Work Mode:** Hybrid

**Contract Duration:** 1 Year (Extendable)

### Key Responsibilities

- Support SAP Project Managers in **project planning, scheduling, and tracking**.
- Maintain project documentation, RAID logs, and status reports.
- Track milestones, deliverables, and dependencies across SAP streams.
- Coordinate meetings, workshops, and communication between business and technical teams.
- Prepare dashboards, progress reports, and management presentations.
- Monitor project risks and issues and support resolution activities.
- Ensure compliance with PMO governance and project standards.

- Support budgeting, invoicing, and resource tracking activities.

#### Required Skills & Experience

- 2–3 years of experience in a **PMO role supporting SAP or IT projects** .
- Basic understanding of **SAP projects / implementations** .
- Experience with project tracking tools (Excel, PowerPoint, MS Project, JIRA, etc.).
- Strong organizational and communication skills.
- Ability to work with multiple stakeholders and delivery teams.
- Experience in hybrid or onsite-offshore coordination is a plus.

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#### Company Description