

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

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June 16th, 2026 05:47

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.

Company Description