



Project Management Office (PMO)

Job Information

Recruiter

ReachExt K.K.

Job ID

1580179

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Tokyo - Other Areas

Salary

Negotiable, based on experience

Refreshed

April 12th, 2026 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Project Support PMO:

- Supporting PMs on medium to large-scale (several hundred million to several billion yen) projects
- Managing offshore development in Vietnam
- Providing emergency support for other projects (as PM/PMO/Project Lead)

Client Support PMO:

- Supporting PMs on client projects
- Coordination and support within the client organization

*The following tasks are common to both roles:

- Standardizing project management and improving processes
 - Supporting the operation and implementation of project management tools
 - Progress management, issue tracking, risk management, quality control, and document management
 - Meeting facilitation and minutes taking
 - Project visualization and reporting
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Required Skills

Required Qualifications:

- Experience as a Project Manager or in a Project Management Office (PMO) role in software development
 - Experience in system development as a systems engineer (from requirements definition to testing)
 - Knowledge, perspective, and implementation experience in project management methodologies within the IT industry
 - Native-level Japanese proficiency (English proficiency not required)
 - No specific educational background required
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Company Description