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
October 25th, 2026 00:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
None

Minimum Japanese Level
Native Level

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

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

Company Description