



CR/096753 | IT - PMO

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1581738

Industry

IT Consulting

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 19th, 2026 09:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A global consulting firm specializing in business transformation and digital innovation. It helps organizations improve performance through strategy, process optimization, and technology solutions.

This is a 12-month agency contract role (renewable).

JOB RESPONSIBILITIES

- Support the Project Manager by coordinating tasks and tracking progress across the different streams.
- Prepare key user documents such as migration materials, UAT plans/results, BCP documentation, and other required artefacts.
- Maintain project timelines, schedules, dashboards, and status summaries.

- Oversee business-user activities, ensuring deliverables are completed and documented according to project controls.
- Monitor deadlines and dependencies, escalating risks or delays when needed.
- Ensure all work follows required governance, compliance rules, and documentation standards.
- Support change requests, maintain risk/issue logs, and capture lessons learned.
- Consolidate regular updates for internal teams and client management.
- Update business procedures to reflect new system features and operational adjustments.
- Facilitate communication and coordination between business teams, IT, and other stakeholders.

JOB REQUIREMENTS

- Bachelor's degree in a relevant field.
- Experience in PMO or business support roles with solid UAT planning, execution, and reporting experience.
- Strong documentation ability using PowerPoint, Excel, and Word.
- Basic understanding of how system implementation lifecycles work.
- Strong stakeholder coordination and communication skills.
- Exposure to banking operations, consulting work, system rollout projects, reconciliation processes, or team-coordination responsibilities.
- Japanese language proficiency (written and spoken) to communicate effectively with Japan-based clients and stakeholders is good to have.
- Experience with reconciliation tools is good to have.

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