



Project Management / PMO Consultant

Job Information

Hiring Company

[Aurora Solutions K.K.](#)

Job ID

1591441

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

6 million yen ~ 10 million yen

Refreshed

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General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

About Aurora Solutions

Aurora Solutions is a Tokyo-based consulting firm specializing in banking, finance, and IT consulting services. We support major Japanese banks, trust banks, and financial institutions by delivering high-quality consulting and technology solutions tailored to complex business and operational needs.

Our team consists of highly skilled consultants and engineers from diverse international backgrounds, creating a collaborative environment where both Japanese and English are used internally.

Role Overview

Aurora Solutions is seeking a motivated and experienced Project Management / PMO Consultant to support project proposal activities, project planning, and project execution for our financial industry clients.

This role is ideal for someone who enjoys working closely with clients, coordinating stakeholders, and helping drive complex projects forward. The successful candidate will play a key role in bridging business and technical teams while ensuring projects are delivered effectively and professionally.

Most client-facing work will be conducted in Japanese due to the nature of our customer base, while English is commonly used within the company.

Key Responsibilities

Project Management / PMO Support

- Support project planning, scheduling, and coordination activities
- Assist in managing project timelines, deliverables, risks, and reporting
- Coordinate communication between clients, consultants, engineers, and management teams
- Prepare project documentation, status reports, and meeting materials
- Support PMO activities across multiple ongoing projects

Client & Proposal Support

- Assist with preparing project proposals and presentations for clients
- Participate in client meetings and help gather business requirements
- Work closely with internal technical teams to align project scope and delivery plans
- Help identify operational improvements and project efficiencies

Stakeholder Coordination

- Facilitate communication among cross-functional and multicultural teams
- Support senior management in project governance and decision-making processes
- Maintain strong professional relationships with clients and business partners

Required Skills

Requirements

- Native-level or business-fluent Japanese
- Business-level English communication skills
- Strong organizational and multitasking abilities
- Excellent communication and stakeholder management skills
- Experience in project coordination, PMO, project management, or consulting environments
- Ability to work independently and collaboratively in a fast-paced environment
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word)

Preferred Qualifications

- Experience working with banks, financial institutions, or IT consulting projects
- Understanding of financial services operations or systems
- Experience supporting large-scale or cross-functional projects
- PMP, PMO, or related project management certifications are a plus

What We Offer

- Opportunity to work with leading Japanese financial institutions and industry experts
- International and collaborative working environment
- Exposure to large-scale banking and IT consulting projects
- Professional growth and career development opportunities
- Competitive salary and benefits package

Company Description