PMO Specialist / PMO Member プロジェクト管理オフィス 担当

Job Information

Recruiter
Placeton Inc.

Hiring Company
Global Automotive Firm

Job ID
1615908

Industry
Other (Manufacturing)

Company Type
Large Company (more than 300 employees) - International Company

Non-Japanese Ratio
About half Japanese

Job Type
Contract

Location
Japan

Salary
4 million yen ~ 6 million yen

Salary Bonuses
Bonuses included in indicated salary.

Salary Commission
Commission paid on top of indicated salary.

Refreshed
November 28th, 2026 14:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

- Establish and maintain PMO frameworks, templates, and governance processes across projects
- Track project status, risks, dependencies and budgets; escalate issues to leadership
- Prepare and present portfolio-level dashboards and status reports to stakeholders
- Coordinate resource planning and allocation across project teams
- Ensure adherence to project management methodology (Agile, Waterfall, or Hybrid)
- Facilitate steering committee meetings, project reviews and audits
- Drive process improvements and standardization across the PMO function
- Support project managers with planning, scheduling, and risk management
- Manage vendor and stakeholder communication where required
- Maintain project documentation, lessons learned, and knowledge repositories

Required Skills

- 4–10 years of experience in project/program management or PMO roles
- Proficiency in project management tools (MS Project, JIRA, Smartsheet, or similar)
- Excellent stakeholder management and communication skills
- Strong analytical, reporting, and presentation skills
- Experience managing multiple projects/programs simultaneously

Company Description