Project Coordinator

Budget Management

Job Information

Recruiter
SThree K.K.

Job ID
1617120

Industry
IT Consulting

Job Type
Temp to Perm

Location
Tokyo - 23 Wards

Salary
4 million yen ~ 5.5 million yen

Refreshed
November 28th, 2026 15:00

General Requirements

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

About the role:

- 資料作成
- スケジュール管理
- データ分析

The role itself is budget management for the companies ongoing tech projects. Great for anyone who wants to start getting into Project Management!
(More information will be provided should you be open to challenge this role)

Required Skills:

- PPT
- エクセル（ピボット）
- 英語でのコミュニケーション

Desired Skills:

- 開発プロジェクトのプロセス
- プロジェクト管理に関する知識・スキル
- SQL

Company Description

Hi All, I'm currently recruiting for this position. Please click on the job title below to view the Job Description and apply to it!