PMO/ Junior Project Coordinator

Digital Tech

Job Information

Recruiter
SThree K.K.

Job ID
1623692

Industry
System Integration

Job Type
Temporary

Location
Tokyo - 23 Wards

Salary
4.5 million yen ~ 7 million yen

Refreshed
November 19th, 2026 14:45

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Position Outline:

The Project Coordinator/ PMO will be supporting Digital Technology projects across the business by coordinating project activities, facilitating communication among stakeholders, and ensuring smooth project execution. The role works closely with business teams, vendors, and global teams to assist project managers and project members throughout the project lifecycle.

Key Responsibilities

- Support end-to-end project management activities for digital and business technology initiatives.
- Collaborate with business teams to gather, clarify, and document business requirements.
- Coordinate requirement handovers and communications with external development vendors.
- Develop and maintain project schedules and milestones.
- Monitor and track project risks, issues, and action items.
- Organize and facilitate meetings with internal and external stakeholders.
- Prepare meeting agendas, document meeting minutes, and follow up on action items.
- Coordinate project-related activities with development vendors and service providers.
- Liaise with global teams where required.
- Support design reviews, UAT, and other SDLC activities.

Required Skills:

- Strong communication skills
- 3-5+ years project management experience
- Application development/implementation/support experience

Preferred:

- Global project experience, working with global stakeholders and members

Company Description

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