

THAKRAL ONE

Project Management Office (PMO)

Support High-Impact IT Programs in Tokyo

募集職種

採用企業名

Thakral One

求人ID

1532225

業種

ITコンサルティング

雇用形態

契約

勤務地

東京都 23区

給与

700万円 ~ 900万円

更新日

2025年06月02日 01:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

Job Description

As a PMO, you will support multiple projects across the board and support the smooth operation of the projects. The main duties are as follows.

1. Project Management Support

- We support the management of multiple projects from among about 50 systems and related projects.
- Gain visibility into progress, issue management, and resource allocation to help your project succeed.
- We assist the project throughout the entire process, from the proposal and contract phase to the maintenance and operation phase.
- Leverage project management tools such as JIRA, Redmine, Asana, and Azure DevOps Boards to streamline task management and progress management.

2. Cost and Income and Expenditure Management Support

- We will grasp the income and expenditure status of the project and support the operation within the budget.

- Quickly address budget issues and adjustments, and prepare reporting materials to management.

3. Deliverable Quality Support

- We assist in the review and review of project deliverables based on quality standards.
- We participate in the formulation of quality standards and propose process improvements to improve quality.
- Evaluate deliverables and provide feedback after the project is completed to drive improvement.
- We use review methods and checklists to ensure the quality of deliverables and conduct document and code reviews.

4. Proposal and sales support

- Work with the sales team to organize customer requirements and assist in the preparation of proposals and quotes.
- We will assist you in confirming and adjusting the details of the contract and ensure that the contract phase proceeds smoothly.

5. Risk Management & Problem Solving

- We identify risks and issues in the course of the project, and propose and implement countermeasures.
- Through stakeholder coordination, we support projects to move forward as planned.
- In cooperation with the PM, we will organize issues, manage schedules, and smoothly coordinate work within the team.

スキル・資格

The type of person we are looking for

- Excellent coordination and communication skills
- Those who have strong writing and analytical skills
- Those who have external negotiation skills and can coordinate among stakeholders
- Those who can determine the priority of work and respond quickly

Required Experience

- Work experience as a PMO or PM
- Experience using project management tools
- Experience in deliverable quality control and review
- Work experience as an assistant PM
- Knowledge and experience in IT system development projects

Welcome Experience

- Experience implementing project management tools
- It is a plus if you are comfortable with English and can converse and negotiate in English.

Location

Higashi Nihonbashi, Chuo-ku, Tokyo (resident for the time being)

Working Hours

9:00～17:30

会社説明