

MichaelPage

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IT Software Bilingual PMO

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1552332

部署名

IT Software Bilingual PMO

業種

小売

雇用形態

派遣

勤務地

東京都 23区

給与

700万円 ~ 1000万円

勤務時間

Working time: 09:00-17:30

更新日

2025年08月01日 00:00

応募必要条件

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

ビジネス会話レベル

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

This PMO role involves overseeing general office operations, including scheduling, documentation, and event coordination. The position requires strong administrative skills, proficiency in Microsoft Office, and excellent communication abilities.

Client Details

A global leader in e-commerce, fintech, digital content, and communications, renowned for its innovation work environment. Join us to be part of a forward-thinking company that offers vast opportunities for growth and development in a diverse and inclusive culture.

Description

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- Overseeing general office operation
- Take facilitation for initiative like All hands, dept level meeting & activities.
- Coordinating appointments and meetings and managing manager's schedules.
- Creating presentations, meeting minutes and other management-level reports.
- Coordinating team building events as needed.
- KPI tracking and process management.

Job Offer

- Working time: 09:00-17:30
- Hybrid working style

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Liao at +81 3 6832 8607.

スキル・資格

- Experience in PMO or in related field
 - Experience in working in cross-cultural development teams.
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会社説明

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