



## CR/095723 | Program Manager

### 募集職種

#### 人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

#### 求人ID

1554759

#### 業種

ITコンサルティング

#### 雇用形態

契約

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2025年08月12日 10:40

### 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

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### COMPANY OVERVIEW

A global tech company known for its software, cloud, and digital services. It has a strong presence in Asia and focuses on helping customers with smart solutions.

We're hiring a Business Program Manager to support digital operations in Asia. You'll work with budgets, reports, and teams to keep things running smoothly.

#### JOB RESPONSIBILITIES

- Track budgets and performance
- Help with planning and reporting
- Use Excel and dashboards for analysis
- Coordinate team onboarding and office space

- Manage calendars, meetings, and communications
- Prepare reports and presentations
- Organize team events and travel

#### JOB REQUIREMENTS

- 3–4 years of experience in business or program management
- Strong Excel skills (pivot tables, formulas)
- Basic Power BI knowledge
- Experience working across Asia
- Good with numbers, details, and communication

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明