



## Bilingual PMO

### 募集職種

#### 採用企業名

インターワーク株式会社

#### 求人ID

1575664

#### 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

600万円 ~ 800万円

#### 更新日

2026年02月10日 00:00

### 応募必要条件

#### 職務経験

6年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢 (英語使用比率: 75%程度)

#### 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

Japanese–English Bilingual Coordinator

#### Role Summary

We are seeking a proactive and detail-oriented **Japanese–English Bilingual Coordinator** to play a key role in connecting Japanese and English-speaking teams. In this position, you'll support cross-cultural collaboration through translation, interpretation, and project coordination—helping teams stay aligned, informed, and on track. If you enjoy working at the intersection of language, culture, and project delivery, this role is for you.

#### Key Responsibilities

- Act as a trusted communication bridge between Japanese and English-speaking stakeholders.
- Support the planning, execution, and progress tracking of projects.
- Prepare and manage bilingual documentation, including project plans, status reports, technical specifications, and test reports (with occasional original documentation in English).

- Coordinate meetings, follow-ups, and action items across cross-functional teams.
- Monitor project KPIs and proactively identify and escalate risks or issues.
- Ensure ongoing alignment with project goals, milestones, and timelines.

#### **Location**

- **Base Location:** Japan (office-based in principle).

#### **Why Join Us?**

- Work in a truly bilingual, multicultural environment.
- Be at the center of impactful projects that require both language expertise and coordination skills.
- Grow your career in a role that values communication, collaboration, and initiative.

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#### スキル・資格

#### **Qualifications & Experience**

#### **Education & Language Skills**

- Bachelor's degree or higher.
- Business-level fluency in both Japanese and English (written and spoken).
- JLPT N1 certification or equivalent Japanese proficiency.

#### **Professional Experience**

- 3–8 years of experience in PMO, project coordination, or project support roles.

#### **Technical & Professional Skills**

- Proficiency in MS Office Suite and project management tools (e.g., JIRA, Confluence).
- Prior experience in a PMO or project support function is a strong plus.
- Excellent communication, organizational, and interpersonal skills.
- Additional skills, certifications, or domain knowledge are highly welcomed.

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#### 会社説明