

SAP PMO

募集職種

人材紹介会社

JP東京・アンド・カンパニー株式会社

求人ID

1577741

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 ~ 900万円

更新日

2026年04月07日 17:00

応募必要条件

職務経験

1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

流暢

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

Position: SAP PMO

Experience: 2-3 Years

Work Mode: Hybrid

Contract Duration: 1 Year (Extendable)

Key Responsibilities

- Support SAP Project Managers in **project planning, scheduling, and tracking**.
- Maintain project documentation, RAID logs, and status reports.
- Track milestones, deliverables, and dependencies across SAP streams.
- Coordinate meetings, workshops, and communication between business and technical teams.
- Prepare dashboards, progress reports, and management presentations.
- Monitor project risks and issues and support resolution activities.
- Ensure compliance with PMO governance and project standards.

- Support budgeting, invoicing, and resource tracking activities.

Required Skills & Experience

- 2–3 years of experience in a **PMO role supporting SAP or IT projects** .
- Basic understanding of **SAP projects / implementations** .
- Experience with project tracking tools (Excel, PowerPoint, MS Project, JIRA, etc.).
- Strong organizational and communication skills.
- Ability to work with multiple stakeholders and delivery teams.
- Experience in hybrid or onsite-offshore coordination is a plus.

会社説明