Project Management Office (PMO)

募集職種

人材紹介会社
リーチェクスト株式会社

求人ID
1580179

業種
ITコンサルティング

雇用形態
正社員

勤務地
その他東京

給与
経験考慮の上、応相談

更新日
2026年11月08日 00:00

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
無し

日本語レベル
ネイティブレベル

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

Project Support PMO:

• Supporting PMs on medium to large-scale (several hundred million to several billion yen) projects

• Managing offshore development in Vietnam

• Providing emergency support for other projects (as PM/PMO/Project Lead)

Client Support PMO:

• Supporting PMs on client projects

• Coordination and support within the client organization

*The following tasks are common to both roles:

• Standardizing project management and improving processes

• Supporting the operation and implementation of project management tools

• Progress management, issue tracking, risk management, quality control, and document management

• Meeting facilitation and minutes taking

• Project visualization and reporting

スキル・資格

Required Qualifications:

• Experience as a Project Manager or in a Project Management Office (PMO) role in software development

• Experience in system development as a systems engineer (from requirements definition to testing)

• Knowledge, perspective, and implementation experience in project management methodologies within the IT industry

• Native-level Japanese proficiency (English proficiency not required)

• No specific educational background required

会社説明