



## 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05月24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

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
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## 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
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## 会社説明