



CR/096753 | IT - PMO

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

1581738

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

2026年05月19日 09:00

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

ビジネス会話レベル

日本語レベル

無し

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 consulting firm specializing in business transformation and digital innovation. It helps organizations improve performance through strategy, process optimization, and technology solutions.

This is a 12-month agency contract role (renewable).

JOB RESPONSIBILITIES

- Support the Project Manager by coordinating tasks and tracking progress across the different streams.
- Prepare key user documents such as migration materials, UAT plans/results, BCP documentation, and other required artefacts.
- Maintain project timelines, schedules, dashboards, and status summaries.

- Oversee business-user activities, ensuring deliverables are completed and documented according to project controls.
- Monitor deadlines and dependencies, escalating risks or delays when needed.
- Ensure all work follows required governance, compliance rules, and documentation standards.
- Support change requests, maintain risk/issue logs, and capture lessons learned.
- Consolidate regular updates for internal teams and client management.
- Update business procedures to reflect new system features and operational adjustments.
- Facilitate communication and coordination between business teams, IT, and other stakeholders.

JOB REQUIREMENTS

- Bachelor's degree in a relevant field.
- Experience in PMO or business support roles with solid UAT planning, execution, and reporting experience.
- Strong documentation ability using PowerPoint, Excel, and Word.
- Basic understanding of how system implementation lifecycles work.
- Strong stakeholder coordination and communication skills.
- Exposure to banking operations, consulting work, system rollout projects, reconciliation processes, or team-coordination responsibilities.
- Japanese language proficiency (written and spoken) to communicate effectively with Japan-based clients and stakeholders is good to have.
- Experience with reconciliation tools is good to have.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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会社説明