



Project Management / PMO Consultant

募集職種

採用企業名

AURORA SOLUTIONS株式会社

求人ID

1591441

業種

ITコンサルティング

雇用形態

正社員

勤務地

東京都 23区, 中央区

給与

600万円 ~ 1000万円

更新日

2026年05月12日 13:19

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

ネイティブ

最終学歴

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

About Aurora Solutions

Aurora Solutions is a Tokyo-based consulting firm specializing in banking, finance, and IT consulting services. We support major Japanese banks, trust banks, and financial institutions by delivering high-quality consulting and technology solutions tailored to complex business and operational needs.

Our team consists of highly skilled consultants and engineers from diverse international backgrounds, creating a collaborative environment where both Japanese and English are used internally.

Role Overview

Aurora Solutions is seeking a motivated and experienced Project Management / PMO Consultant to support project proposal activities, project planning, and project execution for our financial industry clients.

This role is ideal for someone who enjoys working closely with clients, coordinating stakeholders, and helping drive complex projects forward. The successful candidate will play a key role in bridging business and technical teams while ensuring projects are delivered effectively and professionally.

Most client-facing work will be conducted in Japanese due to the nature of our customer base, while English is commonly used within the company.

Key Responsibilities

Project Management / PMO Support

- Support project planning, scheduling, and coordination activities
- Assist in managing project timelines, deliverables, risks, and reporting
- Coordinate communication between clients, consultants, engineers, and management teams
- Prepare project documentation, status reports, and meeting materials
- Support PMO activities across multiple ongoing projects

Client & Proposal Support

- Assist with preparing project proposals and presentations for clients
- Participate in client meetings and help gather business requirements
- Work closely with internal technical teams to align project scope and delivery plans
- Help identify operational improvements and project efficiencies

Stakeholder Coordination

- Facilitate communication among cross-functional and multicultural teams
- Support senior management in project governance and decision-making processes
- Maintain strong professional relationships with clients and business partners

スキル・資格

Requirements

- Native-level or business-fluent Japanese
- Business-level English communication skills
- Strong organizational and multitasking abilities
- Excellent communication and stakeholder management skills
- Experience in project coordination, PMO, project management, or consulting environments
- Ability to work independently and collaboratively in a fast-paced environment
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word)

Preferred Qualifications

- Experience working with banks, financial institutions, or IT consulting projects
- Understanding of financial services operations or systems
- Experience supporting large-scale or cross-functional projects
- PMP, PMO, or related project management certifications are a plus

What We Offer

- Opportunity to work with leading Japanese financial institutions and industry experts
- International and collaborative working environment
- Exposure to large-scale banking and IT consulting projects
- Professional growth and career development opportunities
- Competitive salary and benefits package

会社説明