PMO/ Junior Project Coordinator

Digital Tech

募集職種

人材紹介会社
SThree株式会社

求人ID
1623692

業種
SIer・システムインテグレーター

雇用形態
派遣

勤務地
東京都 23区

給与
450万円 ~ 700万円

更新日
2026年11月19日 14:45

応募必要条件

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
流暢レベル

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 Outline:

The Project Coordinator/ PMO will be supporting Digital Technology projects across the business by coordinating project activities, facilitating communication among stakeholders, and ensuring smooth project execution. The role works closely with business teams, vendors, and global teams to assist project managers and project members throughout the project lifecycle.

Key Responsibilities

- Support end-to-end project management activities for digital and business technology initiatives.
- Collaborate with business teams to gather, clarify, and document business requirements.
- Coordinate requirement handovers and communications with external development vendors.
- Develop and maintain project schedules and milestones.
- Monitor and track project risks, issues, and action items.
- Organize and facilitate meetings with internal and external stakeholders.
- Prepare meeting agendas, document meeting minutes, and follow up on action items.
- Coordinate project-related activities with development vendors and service providers.
- Liaise with global teams where required.
- Support design reviews, UAT, and other SDLC activities.

Required Skills:

- Strong communication skills
- 3-5+ years project management experience
- Application development/implementation/support experience

Preferred:

- Global project experience, working with global stakeholders and members

会社説明

Hi All, I'm currently recruiting for this position. Please click on the job title below to view the Job Description and apply to it!