

Job Detail

Staff Level

Position Title	Project Management Officer (PMO)
Company Name	Ahead Group
Activated / Updated	2024-04-09 / 2024-04-23
Job Type	IT (Other) - Project Manager IT (PC, Web, Unix) - QA/Quality Control/Testing Engineer IT (Other) - Communication Software Development
Industry	IT Consulting
Location	Asia Japan Tokyo
Job Description	<p>Ahead Consulting is looking to add an additional Project Management Officer (PMO) to an existing project team that is overseeing the development and deployment of a suite of in-house developed systems to a particular business unit.</p> <p>You would be responsible for arranging, attending, contributing to, and documenting critical project meetings, spanning resources, and representing the business unit as well as development and support teams. Additionally, you will be responsible for understanding which information is required, and from which groups, and structuring that information in the shape of management reports, while working to analyze the information and add value to the project and related teams.</p>
Company Info	Ahead Consulting
Qualifications	<p>Qualified candidates should be experienced as outlined below:</p> <ul style="list-style-type: none"> • Native Japanese • Business level English • Background in IT, ideally application focused • Experience in project-related works • Understanding of the large corporate structure and various IT departments • Ability to create reports in Word and Powerpoint • Highly collaborative and able to work without the need for micromanagement • Desire to learn from experienced professionals
English Level	Fluent (TOEIC 865-)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 8000K - JPY 10000K
Salary Description	Social Insurance Commuting/ Transportation Allowance
Holiday Description	Five-Day Workweek Paid Holidays
Job Contract Period	Contract position