

Job Detail

Executive Level

Position Title	PMO Tokyo Job
Recruiter Company	Fidel Consulting KK
Company Name	Company name is private
Activated / Updated	2024-03-11 / 2024-04-09
Job Type	IT (PC, Web, Unix) - Database SE IT (PC, Web, Unix) - Project Manager IT (PC, Web, Unix) - Web Application SE
Industry	
Location	Asia Japan Tokyo
Job Description	<p>Experience working as a Project Coordinator on IT-related projects</p> <p>Manage project documents, and report in both English and Japanese.</p> <p>Can explain the tasks and report to the Client in English and Japanese</p> <p>Coordinate project activities, schedules, and resources.</p> <p>Identify and address project risks and issues.</p> <p>Facilitate communication among project stakeholders.</p> <p>Take ownership of tasks including any customer communication and handle queries/clarifications from the customer</p> <p>Responsible for coordinating with other support groups (such as infrastructure, vendor, etc.)</p>
Company Info	<p>This is a global management consulting firm that improves the productivity of knowledge-worker organizations. Typical knowledge worker organizations include the Marketing, IT, and HR departments within corporations as well as professional services organizations such as advertising agencies and consulting firms. These organizations have always created value by coordinating the efforts of skilled "knowledge workers" but as the delivery of services has matured they are being forced to rethink the way they operate.</p>
Qualifications	<p>Bachelor's degree in a related field.</p> <p>Previous project coordination experience.</p> <p>Proficiency in project management tools.</p> <p>Good understanding of Onsite-Offshore business model</p> <p>Have experience in server application development and operation in Public Cloud (AWS/Azure/GCP)</p> <p>Professional management + communication with overseas</p> <p>Strong Japanese and English communication and organizational skills</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 8000K - JPY 10000K