

Position: **IT Governance Consultant (Japanese Bilingual)**

Division: **IT Planning Division**

Office Location: **New York, NY**

Work Style: **Hybrid** – At least 3 days per week in the office

FLSA Status: **Exempt**

Salary Range: \$96,000 -105,000 per year

Target Bonus: 10% (depending on company, division or individual performance)

Working Hour: Monday to Friday @9:00- 17:00

Languages: English (Fluent) & Japanese (Conversational)

Full Benefits: Health, Dental, Vision insurance, 401K, PTO etc.

Accountabilities:

[75%]

- ITP Division Specific:

1. Provide consultation, documentation, coordination, administration, and related support regarding IT Internal Control (ITAC and ITGC) for customers under the direction of IT Governance Manager.
2. Provide consultation, documentation, coordination, administration, and related support regarding IT policies and guidelines for customers under the direction of IT Planning Division Manager.
3. Provide consultation, documentation, coordination, administration, and related support regarding Project Management Office for Division Managers and Project Managers within their unit.
4. Assist recurring contract management in the ERP system (SAP ByD) including account management, Master Service Agreement maintenance, Project/SO maintenance, and Invoice preparation.
5. Organize to keep their Customer Data Base updated including periodic notification and following-up with the Division/Project Managers.
6. Assist coordination and execution for Annual IT Managers Conference.
7. Other IT Planning tasks that are considered appropriate by the IT Planning Division Manager.

[25%]

- Project Management

1. Responsible for Developing and Managing Projects and their Cost, Time and Scope.
2. Responsibilities including followings:
 - a Plan and implement project(s)
 - b Define project scope, goals and deliverables
 - c Define tasks and required resources
 - d Collect and manage project team
 - e Manage project budget
 - f Allocate project resources
 - g Create schedule and project timeline
 - h Track deliverables
 - i Support team
 - j Manage quality assurance

- k Monitor and report on project progress
- l Present to stakeholders reports on progress as well as problems and solutions
- m Implement and manage change(s) when necessary to meet project outputs
- n Evaluate and assess the project(s)

Requirement:

- Business Perspective
- Excellent written and verbal Communication skills
- Planning and organizing skills
- The ability to take initiative

Knowledge and Skills:

- Bilingual- English in oral and written communication skills & Japanese in conversational skills.
- Basic knowledge of principles and methods of strategic technical planning, organizing and managing resources, budgets and policy parameters; principles processes and techniques of project management; analyzing and solving problems and developing recommendations and solutions; reporting management skills and working effectively with managers, clients, vendors, peers and subordinates and communicating effectively both orally and in writing.

Relevant Experience and Education:

Required:

- Bachelor's degree
- 1-3 years of IT Project Experience

Preferred:

- 1-3 years of Project Management Experience
- 1-3 years of Application System Engineering Experience
- 1-3 years of IT Governance Experience