



## IT administrative assistant

### Job Information

**Recruiter**

en world Japan K.K

**Hiring Company**

Global US company

**Job ID**

1193002

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 6 million yen

**Refreshed**

December 12th, 2025 07:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

IT 関連の契約及び購買を中心とした部門アシスタント業務全般

サービスプロバイダーとの契約締結・購買に伴う書類作成、SAP への データ入力、社内の Contract Team との折衝

IT 関連の支払処理及び経理部や外部業者とのやり取り

IT Team に関する事務作業全般 ウィークリーレポート等各種ドキュメントの作成、取りまとめ、要約等

アラムコ・アジア IT の月次予算管理のサポート

IT サービス依頼への対応及びフォローアップ

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## Required Skills

- ビジネスレベルの英会話及び英文章作成能力
  - 契約及び購買の経験 (IT 部門、IT 業界の経験であれば尚可)
  - SAP 使用経験あれば尚可
  - Microsoft Office Application (Word, Excel, Outlook) 中級以上 - 自律して業務に取り組める方
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## Company Description

### About en world

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 7 countries, we support global companies' recruitment needs through our Asia Pacific network.

### About en world Japan

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

en world Japan K.K.  
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