



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

January 23rd, 2026 15:00

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

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.
<http://enworld.com/jp-en>

[Tokyo Office]
12F Tokyo Square Garden 3-1-1 Kyobashi, Chuo-ku Tokyo 104-0031
TEL: 03-4578-3500

[Osaka Office]
4F Maruito Nishiameda Building, 3-3-45 Umeda, Kita-ku, Osaka-shi, Osaka 530-0001
TEL: 06-7777-1350

[Nagoya Office]
8F RICC Sakae, 3-14-7 Sakae, Naka-ku, Nagoya 460-0008
TEL: 052-990-2060