



## IT Specialist - Systems Migration

### Job Information

**Hiring Company**[Windows to Japan](#)**Job ID**

1467011

**Industry**

Tourism

**Company Type**

Small/Medium Company (300 employees or less)

**Job Type**

Permanent Full-time

**Location**

Kyoto Prefecture

**Salary**

3 million yen ~ Negotiable, based on experience

**Refreshed**

May 3rd, 2024 09:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Overview:** Windows to Japan is seeking a dynamic and skilled IT Specialist to play a pivotal role in the transition from our current system to a new, internally developed system. The candidate will work closely with professional teams, gaining a deep understanding of our current systems, tourism workflow, operational processes, and the implementation of these into the new system. This role requires collaboration with the WTJ team initially, followed by independent work.

**Responsibilities****Migration Project:**

- Lead the project to migrate from the existing systems to the new internally developed system.
- Collaborate with professional teams to ensure a seamless transition.
- Understand the intricacies of both systems and identify opportunities for improvement.

**System Understanding:**

- Gain a comprehensive understanding of all systems, tourism workflow, and operational processes.
- Work closely with the WTJ team to align IT solutions with organizational needs.

**Ongoing Maintenance:**

- Regularly update and maintain data in the system.
- Address and resolve bugs promptly to ensure system integrity.
- Manage development requests, communicating effectively with system teams.
- Train team members on new features and system shortcuts.

**Office IT Management:**

- Maintain and support office computers, specifically Mac computers.
- Oversee security measures to safeguard the integrity of our systems.
- Manage server maintenance and backups, eventually transitioning from the current external team to an in-house setup.

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**Required Skills**

- Proven experience in IT project management and system migration.
- Proficiency in understanding and working with internally developed systems.
- Strong knowledge of Mac computer systems.
- Excellent communication skills for effective collaboration with professional teams.
- Ability to independently troubleshoot and resolve technical issues.
- Familiarity with security measures and best practices in IT.

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**Company Description**