



## プロジェクト コーディネーター/PROJECT COORDINATOR

**REMOTE WORK OK! リモートワーク!**

### Job Information

#### Recruiter

Hire Pundit Japan Corporation

#### Job ID

1479945

#### Industry

Bank, Trust Bank

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

9 million yen ~ 10 million yen

#### Refreshed

February 6th, 2026 06:00

### General Requirements

#### Minimum Experience Level

Over 6 years

#### Career Level

Mid Career

#### Minimum English Level

Basic

#### Minimum Japanese Level

Business Level

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

進捗管理、課題管理、業務改善対応、会議ファシリテーション、顧客・関連ベンダーとのコミュニケーション・折衝、社内メンバーのマネジメント、社内BP管理経験、各種資料作成（業務改善、見積対応、報告資料等）

- M365開発・運用

Progress management, issue management, operational improvement response, meeting facilitation, communication and negotiation with customers and related vendors, management of in-house members, in-house BP control experience, preparation of various materials (business improvement, quotation response, report materials, etc.)

- M365 development and operation

### Required Skills

## プロジェクトマネージャー経験

- 運用業務の改善経験
- システム開発の見積もり作成経験
- M365の運用または保守経験（製品問わず）
- 障害対応経験・システム設計書、運用設計書の理解力・顧客、関連ベンダーとのコミュニケーション、折衝経験
- 社内メンバーのマネジメント、社内BPのコントロール経験

**Requirement**

## Experience as a project manager

- Experience in improving operational operations.
- Experience in creating system development estimates
- Experience in M365 operation or maintenance (regardless of product)
- Experience in responding to failures – Ability to understand system design documents and operation design documents - Experience in communication and negotiation with customers and related vendors
- Experience in managing in-house members and controlling in-house BP

---

## Company Description