



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

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### 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**

November 14th, 2025 05:00

### 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

応募条件

心券采什

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

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Company Description