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## Job Information

**Recruiter**

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**Job ID**

1543879

**Industry**

Business Consulting

**Company Type**

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

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards, Chuo-ku

**Train Description**

Hibiya Line, Roppongi Station

**Salary**

Based on hourly rate

**Hourly Rate**

2000円 + 交通費

**Work Hours**

月曜～金曜 9:00～17:00

**Refreshed**

August 18th, 2025 00:00

## 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

**Position Title:** Administrative Coordinator – IT Department

**Contract Type:** Temporary (renewable)

**Term:** Starting ASAP

**Working Hours:** 9:00~17:00, Monday to Friday

**Work Style:** In-office

**Hourly Rate:** 2000 / hour, Negotiable based on experience and skillset

**Interview Process:** Interview with HR

### Job Summary

We are seeking a proactive and detail-oriented Administrative Coordinator to support our IT leadership team. This role plays a vital part in ensuring smooth operations of the IT function by handling administrative tasks, coordinating communication, supporting project activities, and facilitating knowledge sharing within the team. The ideal candidate will possess strong organizational and communication skills, with the ability to thrive in a fast-paced, technical environment.

### Main Responsibilities

- Provide day-to-day administrative support to the IT Leader and the broader IT team.
- Coordinate and schedule meetings, prepare agendas, and take accurate minutes.
- Assist with tracking and reporting on IT support metrics and project progress.
- Maintain documentation including knowledge base articles, SOPs, and project files.
- Support onboarding processes for new IT staff and coordinate training sessions.
- Help monitor ticketing systems and compile regular reports for leadership review.
- Liaise with vendors, procurement, and finance to support IT-related purchases and contracts.
- Ensure timely follow-ups on open issues and maintain efficient communication across teams.
- Organize team events, knowledge-sharing sessions, and other internal communications.

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### Required Skills

#### Preferred Qualifications

- Familiarity with IT ticketing systems (e.g., ServiceNow, Jira, Zendesk).
- Basic understanding of IT terminology and concepts.
- Experience supporting cross-functional teams in a fast-paced environment.
- Interest in technology and a proactive attitude toward learning.

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### Company Description