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Job Information

Recruiter

[en world Japan K.K](#)

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 4th, 2025 04:00

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.

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.

Company Description