



SAP UAT Business Support Specialist (1year contract)

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Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

非公開

Job ID

1554303

Industry

Pharmaceutical

Company Type

International Company

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 11 million yen

Work Hours

09:00 ~ 17:45

Holidays

【有給休暇】有給休暇は入社時から付与されます 初年度20日 1か月目から 【休日】完全週休二日制 土 日 祝日 年末年始 土・...

Refreshed

August 7th, 2025 15:10

General Requirements

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

【求人No NJB2318856】

■Job Description Summary

We are seeking a proactive and detail oriented SAP UAT Business Support Specialist to join our global SAP implementation project on a 1 year contract basis. This role is critical in supporting business operations during the User Acceptance Testing (UAT) phase by temporarily backfilling key business functions and ensuring smooth collaboration between business users and the project team.

The ideal candidate will have a strong understanding of business processes (e.g. Finance Procurement Sales or Inventory) hands on experience with SAP systems and the ability to communicate effectively in both English and Japanese. You will play a key role in executing test scenarios documenting results and facilitating issue resolution in a fast paced multicultural environment.

■Key Responsibilities

Provide temporary operational support to business units impacted by UAT activities.
Execute and validate UAT test scenarios based on business requirements.
Document test results report defects and follow up on issue resolution.
Collaborate with global and local stakeholders to ensure alignment on testing progress and outcomes.
Assist in preparing user manuals training materials and process documentation.
Participate in daily stand ups test status meetings and issue triage sessions.
Support change management and end user readiness activities as needed.

Required Skills

■Required Qualifications

3+ years of hands on experience in business operations (e.g. Finance Procurement Sales Inventory) .
Working knowledge of SAP (S/4HANA or ECC) in a business user or analyst role.
Experience in UAT or system testing in an enterprise environment.
Strong communication skills in both English and Japanese (verbal and written) .
Proficiency in Microsoft Office tools (Excel Word PowerPoint) .
Preferred Qualifications
Experience in global SAP rollout or transformation projects.
Familiarity with test management tools (e.g. JIRA TestRail HP ALM) .
Ability to create and maintain business process documentation.
Experience working in a multicultural cross functional team environment.

■Personal Attributes

Self starter with a proactive and solution oriented mindset.
Strong attention to detail and organizational skills.
Flexible and adaptable to changing priorities.
Team player with a collaborative attitude.

Company Description

ご紹介時にご案内いたします