



Technical Project Lead - Windows 11 Migration

Job Information

Hiring Company[EIRE Systems K.K.](#)**Job ID**

1562155

Division

Technica Project Delivery Services

Industry

IT Consulting

Company Type

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

Job Type

Contract

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Nanboku Line, Roppongi Itchome Station

Salary

Negotiable, based on experience

Refreshed

October 17th, 2025 09:20

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

Work on-site at a mid-sized, multinational Corporate and Investment Banking firm in Tokyo.

Lead and support the Japan portion of a global Windows 11 and domain migration initiative (12-month project).

Serve as the local Japan technical point of contact, working closely with global IT teams to ensure smooth delivery of Windows OS image builds, testing, deployment, migration, and end-user experience.

Language Requirements: English (fluent) / Japanese (intermediate business level or above)

Key Responsibilities:

- **Project Management (Japan Scope):**
Oversee the local execution of the Windows 11 migration project, coordinating schedules, resources, and communications between Japan and global teams.
 - **Image Building and Testing:**
Assist in developing, testing, and validating new Windows 11 desktop images to meet corporate and regional requirements.
 - **Technical Coordination:**
Act as the local technical point of contact for all project-related issues, including software deployment, image build changes, and end-user experience.
 - **Migration Activities:**
Lead and support the migration of users to Windows 11 and the new Windows domain, ensuring minimal disruption and smooth cut-over.
 - **Status Reporting:**
Participate in regular global and regional meetings, providing clear status updates and feedback for local progress tracking and reporting.
 - **Issue Tracking:**
Identify, document, and escalate technical issues or user feedback to global support and engineering teams.
 - **Documentation:**
Create and maintain detailed technical and procedural documentation for deployment, migration, and support processes.
 - **Helpdesk and General IT Support:**
Assist with day-to-day IT support tasks and helpdesk tickets as needed to maintain smooth operations during the migration project.
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Required Skills**Technical Skills**

- Strong hands-on experience with Windows 10/11 administration and troubleshooting
- Proficiency in Active Directory, Group Policy, and user/domain management
- Experience with SCCM (System Center Configuration Manager) or other enterprise software deployment tools
- Familiarity with software packaging and deployment processes
- Scripting knowledge using PowerShell for automation and system administration
- Knowledge of enterprise IT infrastructure and endpoint management best practices

Language

- English: Fluent (required)
- Japanese: Intermediate business level, or above

Soft Skills

- Excellent communication and coordination abilities across local and global teams
 - Proactive, cheerful, and customer-oriented approach to end-user support
 - Strong problem-solving and analytical skills
 - Self-motivated and able to manage tasks independently with minimal supervision
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Company Description