



Bilingual IT Business Management Support

Become part of the CIO office

Job Information

Recruiter

Skillhouse Staffing Solutions K.K.

Hiring Company

PT490774 E

Job ID

1564350

Industry

Other (Distribution, Retail, Logistics)

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 6 million yen

Work Hours

9:00 - 17:30

Holidays

National holidays, Paid leave, Family leave etc.

Refreshed

November 18th, 2025 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A Global Insurance Company is seeking a fully bilingual **IT Business Management Support personnel** for the CIO Office

A Global Insurance Company is seeking a fully bilingual **IT Business management Support personnel**, for the CIO Office support work.

Responsibilities:

- IT Resource and Capacity Management
- Japan Transformation Weekly Update
- Japan IT Stability Tracker and MOR Reporting to Senior Stakeholders
- Japan Weekly Highlights to Senior Stakeholders
- Japan monthly update for Senior Stakeholders
- Japan IT Weekly Update for Senior Stakeholders
- BOD Quarterly Dashboard
- IT Continuous Improvement initiative coordination
- SAP Purchase Approvals and Ariba PO Contract Approval
- SOW Executive Summary Reviews in English for Global approvals
- Fieldglass Time Sheet Approvals
- Double Hatting Applications
- Monthly Tech Connect meeting preparation
- PCaaS support/coordination (B12) (PCaaS = PCas-a-Service Support)

Why should you apply:

- This is a long-term opportunity
- You will be working with international team members
- Learn new technologies and on large scale projects

Company Details: A leading international insurance organization operates in over 130 countries and jurisdictions, offering services to commercial, institutional, and individual clients through one of the most extensive global property and casualty insurance networks. In addition to general insurance, the organization is also a prominent provider of life insurance and retirement services in the United States. Its common stock is publicly traded on both the New York and Tokyo stock exchange. The group's Japan-based affiliate provides IT-related services to support the organization's operations within the country.

Services/Benefits: Social insurance, Employee Pension Scheme, Transportation Fee

Required Skills

- Strong IT PMO or Project Management experience
- Experience of IT Business Management & PMO Tools: Microsoft Project / Smartsheet / Jira / ServiceNow PPM, Excel
- Knowledge of Power BI or Tableau for dashboard/reporting support
- MS PowerPoint (for executive reporting slides)
- Experience of Document and workflow tools, like: SharePoint, Teams, Confluence, or OneDrive for collaboration and documentation
- PMO Reporting cadence: Familiarity with status reports, risk logs, and executive summaries
- Experience or knowledge of Finance, Accounting & Procurement Systems (any is OK)
- SAP / Ariba / Fieldglass / MS Excel (Advanced)
- Resource tracking in Excel, Smartsheet, or ServiceNow
- Basic understanding of time allocation, FTE tracking, and demand vs. capacity modeling
- Data extraction and cleaning for reports shared with Transformation Services
- PCaaS & End-User Coordination
- Basic understanding of PC lifecycle management (procurement → deployment → return)
- Familiarity with asset tracking tools or ServiceNow ITAM / Intune / SCCM environments
- Vendor coordination and device inventory reporting

Company Description