



【バイリンガル 向け】 Application Support (Team Support) 【社内IT】

英語力を生かすハイブリッド出社

Job Information

Temp Agency

SPOTTED STAFFING Inc.

Job ID

1565128

Division

IT

Industry

Other (IT, Internet, Gaming)

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

Kanagawa Prefecture

Salary

4.5 million yen ~ 6 million yen

Work Hours

9:00-18:00

Holidays

土日祝日・Sat/Sun/Holidays、年末年始・Year-end and New Year holidays

Refreshed

January 7th, 2026 10:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Fluent

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

【 Multi-National / Global Company】 【 多国籍・グローバル企業】

Feel free to contact

us for details!!
applicant's skills and experience.

The team will tailor tasks to suit the

The primary responsibilities of this position are to assist with various tasks related to IT system operations as a Team assistant. This IT team is a core of the company that as it is responsible for maintaining the smooth IT operation.

[Team Background]

To ensure stable operation of IT systems and IT Strategy, team's work is carried out in close collaboration with business teams and external business partners. The team has implemented IT systems that utilize cutting-edge concepts and the latest digital transformation technologies, but there are also still some legacy systems in place.

A successful applicant for this role will be responsible for daily communication with internal IT members, business stakeholders, and overseas stakeholders to carry out below tasks;

- Internal user support
- Incident and request ticket management
- Coordinating meetings with the team stakeholders
- Prepare user training materials and user training, when needed. Those who have proper knowledge and experience, may be asked to lead such trainings.
- Server monitoring, for those with experience
- Support the engineering team by preparing reports and technical documentations

【注目ポイント】

Once you've gained experience and knowledge, you'll have the opportunity to proactively manage various aspects of the team operations. The team is very much eager to meet highly motivated applicants!

*** Long-term contract ***
contract may vary, depending on the starting time/period ***

*** Duration of the initial

Required Skills

- User support or application support experience
- Basic knowledge of tools such as JIRA, Confluence, Servicenow
- Basic understanding of databases such as sales data, inventory data, etc
- Solid Documentation skills
- Strong facilitation and communication skills
- Business to fluent Japanese language proficiency
- Intermediate to Business level English proficiency

福利厚生・その他

- 社保完備
- 交通費
- 年次有給休暇
- 会社が指定する休み
- 健康診断費用負担
- インフルエンザ予防接種補助

Company Description