



## Digital Concierge

### Job Information

**Hiring Company**

Oikotechno Japan Co., Ltd

**Job ID**

1572045

**Industry**

IT Consulting

**Company Type**

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

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

January 29th, 2026 00:00

### 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

Service Lines/Domain/Foundation: Technology Foundation

Work Level: N/A

Reports to: Deployment Team Regional Leads

Scope: Local

Location: BG Market Locations

**Purpose of Role**

The purpose of the Tech Foundation 'Digital Concierge' is, to ensure Tech Foundation global processes and services are effective and business users are supported in the Key BG led markets. This support would consist of signposting users to correct global processes, alerting them to how to make use of, for example UNA and any additional support services and intervening as necessary to ensure quick resolution. This person would be an expert in Tech Foundation Services and understand the global processes and services. They will actively look to drive harmonisation and synergies across markets, removing unrequired localisations, inefficiencies and duplications. The intention of this role is to ensure that the BG led markets unlock value from existing global processes.

## Main Areas of Responsibility

**On Site Support**

- Support Tech Foundation where Printing & Meeting room issues are present at site – Sign posting & escorting 3rd party engineer to relevant printer.
- Support Tech Foundation teams to triage and identify known issues on ground – Guided by Central teams who will provide steps to support recovery for local issues. (Networks & Servers).
- Supporting 3rd party for Townhall streaming to set up environment and network connectivity.
- Supporting central Tech Foundation teams in any global hardware refreshes.
- Providing laptop support and guiding end users to ensure global SLA's are met.

**Sign Posting:**

- Guiding users to correct Global Tech Foundation processes to obtain:
  - o Mobiles – Guiding on correct policy/Process.
  - o Laptops/iPad – Guiding on correct policy/Process.
  - o How to use UNA to obtain relevant knowledge articles to perform required tasks.
  - o How to use additional support services (IHD, vBSC)

**Unlock Value:**

- Be eyes and ears on ground to ensure business are not adopting local variations where central processes are present.
- Reviewing where local contracts are present and working to remove those and fold into existing Tech Foundation central contacts

**Issue Resolution and Escalation:**

- Sign post where to raise issues via Integrated Help Desk and relevant escalation paths.
- Be the point of escalation when support via the global teams is not adhering to global SLA's.

**Customer Satisfaction:**

- Monitor customer satisfaction for Tech Foundation processes and tooling and feedback into relevant service owners any required corrective actions.
- Provide an enhanced user experience for Tech Foundation processes.

## Required Skills

**Experience & Qualifications****Required:**

- Strong functional Tech Foundation Services knowledge.
- Experience in working with Global Virtual Teams.
- Strong customer service, interpersonal and communication skills.

**Skills & Leadership Behaviours****Skills:**

- Problem Solving
- Business Acumen
- Collaboration
- Stakeholder Management
- Change Management
- IT Service Management
- User Experience
- Risk Management
- Project Management
- Influencing

**Leadership Skills:**

- Consumer Love – Brings the voice of the consumer into everything we do.
- Business Acumen – Creates opportunities for profitable growth through the core and beyond.

## Company Description