



## Bilingual Systems Administrator

会社全体の生産性向上に貢献するポジション

### Job Information

**Recruiter**

PROGRE Ltd

**Hiring Company**

衛星データ解析技術で世界展開するベンチャー企業

**Job ID**

1582357

**Industry**

Internet, Web Services

**Company Type**

Small/Medium Company (300 employees or less)

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Salary**

6 million yen ~ 12 million yen

**Work Hours**

9:00~18:00

**Holidays**

土日祝日、年末年始および会社指定日

**Refreshed**

May 26th, 2026 11:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

・ Design, build, operate, and maintain internal IT systems (networks, servers, cloud environments, and various software).

- Design, build, operate, and maintain internal IT systems (networks, servers, cloud environments, and various software).
  - Manage IT operations and security in compliance with ISMS and internal security rules.
  - Administer user access rights and accounts (Google Workspace, AWS, and various SaaS platforms).
  - Apply and manage security policies for company devices (PCs, mobile devices, including MDM).
  - Conduct log monitoring, vulnerability assessments, and implement security measures.
  - Act as the IT support desk for internal users (account provisioning, troubleshooting).
  - Manage backup, disaster recovery, and software license compliance based on company policies.
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## Required Skills

### 必須スキル

- Japanese: JLPT N1 level or equivalent proficiency (capable of handling government and internal regulatory documents).
- English: Business level (for communication with global team members).
- Practical experience in IT systems or internal IT management (in one or more of: networks, servers, or cloud).
- Foundational knowledge of information security (authentication, access control, encryption, backup operations, etc.).
- Hands-on experience managing Windows and/or Linux environments.

### 歓迎スキル

- Experience with information security projects in government agencies or large organizations.
- Hands-on experience with one or more cloud platforms (AWS, Azure, GCP).
- Experience managing networking equipment (e.g., YAMAHA, Cisco, FortiGate).
- Familiarity with security frameworks such as ISMS, NIST, or CIS Benchmarks.
- Relevant certifications (e.g., Information Technology Engineer Examination, CISSP, CompTIA Security+).
- Experience automating operations with scripting (Python, Shell, PowerShell).

We are looking for candidates who are experienced with the following

- Cloud service platform: AWS, Azure, GCP, Terraform
  - Development languages: Python, Typescript
  - Development framework: Python-based framework
  - Container management: Docker, Docker-container
  - Database: PostgreSQL
  - Project management: Github, Jira
  - Internal communication: Slack, Discord, Notion, Zoom
  - GIS-related (you can request if you have a preference)
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## Company Description