



Project Coordinator

Job Information

Hiring Company

ZenGroup Inc.

Job ID

1585801

Division

ZenMarket Division

Industry

Internet, Web Services

Job Type

Permanent Full-time

Location

Osaka Prefecture, Osaka-shi Chuo-ku

Train Description

Chuo Line, Sakaisuji Hommachi Station

Salary

3.5 million yen ~ 4.5 million yen

Work Hours

Standard working hours: 9:15 AM – 6:15 PM

Holidays

5-day workweek (Saturday & Sunday off)

Refreshed

June 18th, 2026 10:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

«Job Description & Position Highlights»

- Coordinator role focused on e-commerce optimization through UX/UI design and analysis
- Work on improvement initiatives that directly drive the growth of cross-border e-commerce and see tangible results
- Expand your skills across design, marketing, and analytics to enhance your market value
- A flexible and supportive work environment featuring a flexible work schedule, 26 days of paid leave in the first year,

and language learning support

【 Job Responsibilities 】

ZenGroup's e-commerce platform is expanding rapidly, and with that growth comes an increasing demand for research-driven, user-focused improvements. Our project team has been working closely with the ZenMarket marketing team on a variety of initiatives to enhance the customer experience and support marketing efforts. However, as the number and complexity of projects grow, we're looking for an experienced and skilled professional to join our team.

As a Project Coordinator focused in UX/UI, you will play a key role in analyzing website performance, understanding user behavior, and delivering actionable insights that improve the effectiveness of our marketing campaigns. You'll also be involved in the early development of innovative projects that aim to further accelerate the growth of our cross-border e-commerce business.

If you're comfortable working independently in a fast-paced environment and passionate about leveraging your design, digital marketing, and analytical skills, we'd love to hear from you.

■Main Duties :

- UX/UI Design: Create wireframes, mockups, and prototypes for websites
- Data-Driven Optimization: Utilize analytical tools to track user behavior
- A/B Testing: Collaborate with marketing teams to execute A/B test aimed at improving conversion rates
- Reporting: Present proposals and UX data-informed reports to stakeholders

■Department :

ZenMarket Division, ZenMarket Project Team
(Project Team Leader = 1, Project coordinator = 2)

■Reason for hire :

Staff Expansion

■About Us :

ZenGroup is an e-commerce company based in Osaka, Japan, with over 400 active employees across our headquarters and logistics centers. With a diverse workforce representing more than 34 nationalities, we support the international market in purchasing products from Japan and help Japanese companies sell their products overseas.

ZenGroup currently operates the following services:

- ZenMarket: A proxy-buying platform that enables international customers to shop in their own language on major Japanese e-commerce sites such as Mercari, Yahoo Auctions, Yahoo Shopping, and more.
- ZenPlus: An e-commerce marketplace that connects over 3,000 small to mid-sized Japanese businesses with international customers.
- ZenPromo: A promotional service that helps Japanese companies refine their international marketing strategies and build global brand awareness.
- ZenPop: A monthly subscription box service offering curated stationery items that highlight Japanese kawaii culture and other cultural elements.
- ZenLink: An HTML tag-based service for Japanese e-commerce companies that enables their products to be purchased on ZenMarket, driving international web traffic to their stores.
- ZenStudio: A creative agency specializing in web design and video production, supporting businesses entering digital media or enhancing their e-commerce presence to meet modern trends.

Today, our platform has over 2 million registered users, is available in 19 languages, and serves customers in over 181 countries across six continents—delivering Japanese products to the world.

【 Employment Type 】

Permanent employee (full time)

*3 Month probationary period (salary same as below)

【 Salary 】

300,000¥~Monthly (Based on previous experience and ability)

Estimated salary in year 1: 3.6 ~ 4.2M¥

- Salary evaluation: Once a year
- Bonus: Twice a year (June and December)

【 Working Hours 】

Standard working hours: 9:15 AM – 6:15 PM (8 working hours / 1 hour break)

*Flextime available: Start work anytime between 7:00 AM - 10:00 PM, with up to 2 hours of break time per day.

*Standard working hours apply during the initial training period (approx. 2 months).

【 Work Location 】

Osaka Sakaisuji L Tower, 1 Chome-7-7 Kawaramachi, Chuo, Osaka, Osaka Prefecture, Japan

*Access:Osaka Metro Chuo Line Sakaisuji Honmachi Station 6 mins

*On-site

【 Holidays & Leave 】

- 5-day workweek (Saturday & Sunday off)
*Work is required on national holidays, excluding the New Year holiday.
- New Year holiday (4 days)
- Paid leave (26 days in year 1)
*26 days of paid leave are provided from the first year, with the number increasing annually.
In 2024, the paid leave usage rate exceeded 80%.
- Congratulatory and condolence leave
- Maternity/paternity leave
- Child care leave

- Personal day leave

【Benefits & Welfare】

- Overtime (paid by minute)
- Transportation allowance (up to ¥30,000/month)
- Complete social insurance (workers' compensation, employment, health, welfare pension)
- Business casual dress code (no suit required)
- Training system (job-specific, level-specific training)
- Japanese/English lessons
- In-house club activities (karaoke, day camp, etc.)
- Monthly company events
- Free tea and coffee

Required Skills

【Must-Have Skills】

- UX/UI Design Experience (Websites & Landing Pages) 2+ years *Please submit a portfolio
- Digital Marketing Experience 1+ year
- Data Analysis & Research 2+ years
- Technical SEO Experience 1–2 years

【Preferred Skills】

- Strong proficiency using design software (e.g. Figma)
- Experience with A/B testing platforms
- Comfortable using analytics tools(e.g. Google Analytics 4, Tag Manager, Search Console, Power BI)
- Proficient in at least one programming language (JavaScript, Python)
- Business-level Japanese or better

【Personality】

- Autonomous Worker:
 - Candidates who possess a high degree of independence and control over their work, but are able to report and collaborate effectively within a team to share information.
- Multitasker:
 - Candidates experienced with handling numerous ongoing projects and can manage their time effectively to meet deadlines.
- Out-of-the-Box Mindset:
 - Candidates interested in sharing different approaches and new ideas for current workflows with their team, always looking for opportunities to make improvements.
- Detail-Oriented:
 - Candidates with experience managing numerous projects and able to neatly organize outstanding tasks and due dates.
- Leadership:
 - Individuals who can demonstrate leadership qualities to support team members and colleagues.
- Communication:
 - Candidates need to be able to confidently pitch proposals to various stakeholders and convey thoughts effectively.

【Regarding the Selection】

- Positions Available : 1
- Selection Process
 - ▽First interview – Hiring Team (45-60 mins, online or in-person)
 - *Logic test (Logic test excluded for online interviews)
 - ▽Second interview – Marketing Team (45-60 mins, in-person required)
 - *Travel Reimbursement up to ¥27,000 available for applicants outside the Kansai region
 - *Logic Test (If not completed during the first interview)
 - ▽Third Interview – HR Planning Team (45-60 mins, online or in-person)
 - *Company culture test

Company Description