



## IT Admin (Privacy) - English only OK

**Hybrid! Global Automotive Tech company!**

### Job Information

#### Temp Agency

Randstad K.K., Professionals

#### Hiring Company

Automotive / Mobility Technology

#### Job ID

1589340

#### Industry

Other (Infrastructure)

#### Company Type

Large Company (more than 300 employees) - International Company

#### Non-Japanese Ratio

Majority Non-Japanese

#### Job Type

Contract

#### Location

Tokyo - 23 Wards

#### Salary

4.5 million yen ~ 6 million yen

#### Refreshed

April 20th, 2026 11:29

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Entry Level

#### Minimum English Level

Native (Amount Used: English usage about 75%)

#### Minimum Japanese Level

Business Level

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

Randstad is looking for someone to handle daily system administration and projects related to our client's privacy compliance management system. The successful candidate would initially work alongside the current administrator on the Privacy team with the goal of eventually taking over primary responsibility for the privacy domain. We're looking for someone with IT Admin experience - who is detail oriented and enthusiastic about well-defined processes, change management, clean access control schemes, and educating others on how things work. Our ideal candidate would also have a passion for privacy or drive to learn more about the field, as privacy requirements are central to our use of the system.

**Key Responsibilities:**

- Management and troubleshooting of user accounts, roles, and user groups
  - Perform troubleshooting when users encounter issues
  - Lead or participate in process improvement projects related to our use of OneTrust
  - Implement new system functionality (e.g. roles, attributes, risks, workflows, templates) based on internal customer requirements
  - Lead or participate in projects integrating OneTrust and other systems
  - Perform testing of new implementations (e.g. roles, attributes, risks, workflows, templates, integrations)
  - Champion good change management practices within the teams using OneTrust
  - Teach non-technical stakeholders how to formulate OneTrust-related requests in the form of clear requirements
  - Work with the Security Assurance team's OneTrust admins to ensure alignment on system use and changes
  - Review OneTrust documentation where needed and advise Privacy Specialists on new functionality or existing functionality in their area of interest
  - Open and manage support requests with the vendor's support team
  - Keep Jira tickets updated (and create them where needed) to maintain documentation of request and project progress
  - Learn basic privacy concepts in order to better understand the needs of the Privacy team and effectively answer common stakeholder questions
- 

**Required Skills****Requirements:**

- High Fluency in English
- Minimum of 2 years of experience as an IT Admin
- Able to work independently to drive projects and also as part of a team
- Experience configuring and maintaining role based access control using the least privilege principle
- Experience configuring APIs for system integration
- Experience successfully communicating technical concepts (both verbally and through documentation) for non-technical users
- Experience drafting and maintaining technical documentation
- Proficiency in MS Office or Google Workspace

**Good to Have:**

- Business level Japanese
  - Experience with OneTrust or similar GRC tool, preferably as Site Admin
  - Experience working with a privacy or security team
- 

**Company Description**