



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

June 1st, 2026 01:00

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
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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
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Company Description