

Bilingual Project Coordinator

International Environment

Job Information

Temp Agency
Randstad K.K., Professionals

Hiring Company
Large and international e-commerce company

Job ID
1592898

Industry
Internet, Web Services

Company Type
Large Company (more than 300 employees) - International Company

Non-Japanese Ratio
Majority Non-Japanese

Job Type
Temp to Perm

Location
Tokyo - 23 Wards

Salary
4 million yen ~ 5.5 million yen

Holidays
Weekends and Public Holidays

Refreshed
November 17th, 2026 01:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Department Overview

This department is responsible for improving communication design and engagement within the development organization.

By collaborating with stakeholders both inside and outside the development teams, the department supports smooth communication and information sharing across the organization through meeting/event management and various documentation tasks.

Position Overview

The role involves coordinating meetings and events, including preparation, facilitation, and meeting minute creation. Event coordination includes planning, organizing, and facilitating events for the entire development organization.

Responsibilities

- Coordinate meetings and events within the development organization
- Create presentation materials using PowerPoint
- Coordinate meetings in English (scheduling and stakeholder communication)
- Facilitate meetings in English
- Prepare meeting minutes in English
- Support the preparation and operation of development organization events

Required Skills

- Practical experience in one or more of the following in English-speaking meetings:
    1. Meeting facilitation
    2. Meeting coordination (scheduling and stakeholder management)
    3. Taking and preparing meeting minutes
- Practical experience in project management
- Previous full-time employment experience
- Ability to create presentation materials using PowerPoint
- Strong teamwork skills and the ability to collaborate effectively with others

Company Description