



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

June 16th, 2026 22:00

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
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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
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Company Description