【Bilingual (N2)】 Corporate IT | Trading Card Business

Trading Card & Collectibles Business

Job Information

Recruiter
Skillhouse Staffing Solutions K.K.

Job ID
1602205

Industry
Other (IT, Internet, Gaming)

Company Type
Small/Medium Company (300 employees or less) - International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
5 million yen ~ 10 million yen

Work Hours
9:00 – 18:00 (Mon-Fri)

Holidays
Saturday, Sunday, and National Holidays, Year-end etc

Refreshed
November 13th, 2026 10:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Entry Level

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

Bilingual (N2+) I Corporate IT Engineer | Global Trading Card & Collectibles Business | Up to 10.0M JPY (Permanent)

Why Should You Apply

-【Global Trading Card & Collectibles Business】Support IT operations for a global business handling trading cards and

other valuable collectibles.

-【Corporate IT Operations】Support and improve IT operations for the Japan office, including end-user support, device management, identity tools, and collaboration platforms.

-【Bilingual Global Collaboration】Work with international IT teams using both Japanese and English in a multinational environment.

Responsibilities

- Troubleshoot hardware, software, networking, endpoint, and collaboration tool issues across Windows, macOS, mobile devices, and office environments.

- Support corporate IT tools including Okta, Google Workspace, Jira ITSM, endpoint management solutions, and related systems.

- Assist with user onboarding/offboarding, device management, system documentation, and IT operational improvements.

- Maintain conference room AV equipment and provide high-quality IT support for executive-level users.
- Collaborate with global IT teams to resolve complex issues and improve IT support processes.

Required Skills

Requirement

- 3–20+ years of experience in IT desktop support, corporate IT, or similar IT operations roles

- Experience supporting Windows, macOS, networking, mobile devices, video conferencing, and business applications

- Business-level Japanese and English communication skills

- Strong customer service mindset and ability to communicate effectively with users and stakeholders

- Experience with Active Directory, Okta, Google Workspace, Jira ITSM, MDM, scripting, or automation is a plus

Company Description