



【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

August 21st, 2026 05:00

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+) | 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