



Software Vendor Management | SAM | Licensing

International Team · Hybrid

Job Information

Recruiter

[GDI Communications Inc.](#)

Job ID

1611483

Industry

Other (IT, Internet, Gaming)

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Chuo-ku

Salary

5.5 million yen ~ 7.5 million yen

Refreshed

September 10th, 2026 00:57

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

A large ICT company operating nationwide and overseas on a variety of innovative projects is seeking a Software Vendor Management & Commercial Operations member to join its project in Tokyo.

Position Highlights

- Global & bilingual working environment
- Strategic role supporting cutting-edge IT projects and services
- Central Tokyo location × hybrid work
- Casual, international workplace

Tasks & Responsibilities**Software Lifecycle & Vendor Management**

- Manage the software lifecycle and vendor relationships.
- Negotiate contract renewals and terms for key software products (including development and communication tools) with domestic and overseas vendors
- Monitor and optimize software license utilization.
- Act as the primary contact point for vendors and collaborate with procurement and legal teams.

Commercial & Financial Operations

- Design and operate commercial models for internal platforms and external service offerings.
- Manage and document end-to-end financial processes, including quotations, purchase orders, and invoicing.
- Design and operate cost allocation and chargeback models (e.g., cloud usage fees, platform billing).

Governance & Process Improvement

- Ensure compliance with contractual terms and internal policies.
- Handle legal and risk-related matters concerning software usage
- Work with engineering teams to ensure software license compliance.
- Coordinate with group companies and internal stakeholders.
- Standardize and enhance business processes, including license management, billing, and budget management.

Required Skills**Must-Have Skills & Experience**

- 5+ years of experience in Software Asset Management (SAM), vendor management, or IT commercial operations.
- Knowledge of enterprise software licensing and commercial models.
- Experience in contract negotiation (in Japanese and English) and cost structure design.
- Experience managing and coordinating stakeholders (procurement, legal, business units, etc.).
- Proactive mindset with strong information-gathering and cross-functional collaboration skills.

Desired Skill & Experience

- IT-related certifications obtained within the past three years.
- Experience in service planning or service development.
- Experience consolidating and managing contract terms and conditions.
- Knowledge of cloud services.
- Experience with international transactions (Foreign Exchange and Foreign Trade Act compliance, foreign exchange management, withholding tax handling).
- Experience selling software licenses.
- Corporate sales experience in the IT industry or other industries.

Company Description