



## IT Project Support | M365 | Vendor Coordination | Nagoya

**Nagoya | Hybrid | English/Japanese | IT**

### Job Information

**Recruiter**

GDI Communications Inc.

**Job ID**

1611533

**Industry**

System Integration

**Job Type**

Contract

**Location**

Aichi Prefecture

**Salary**

3.5 million yen ~ 4 million yen

**Refreshed**

September 10th, 2026 01:19

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

#### Position Highlights

- Project management & coordination support
- Work with internal teams, clients & vendors
- Exposure to IT, network & security projects
- Use English in an international work environment
- Long-term opportunity in Nagoya

#### Job Overview

- Perform outsourced administrative tasks on behalf of the user (primarily administrative work)
  - Processing purchase orders and sales orders, reviewing acceptance documents, budget management, etc. (performed from the user's perspective)
- Project management support:

- Confirming requirements, preparing quotations, processing purchase orders and sales orders, coordinating with vendors, reviewing designs, coordinating work schedules, etc.  
--> Follow the instructions of the team lead to manage projects (later on, you'll be able to manage projects independently).
  - Create and update various documents
    - Proposal materials, design documentation, work plans, operational documentation, etc.
- 

## Required Skills

### Desired Qualifications

- Proficient in Microsoft Teams, Excel, PowerPoint, Outlook, and PDF software
    - Comfortable with general PC operations.
  - Holds certifications related to networking and/or security systems and is able to understand technical terminology at a certain level
  - Able to coordinate smoothly with internal departments, clients, and vendors  
(Previous professional work experience is required)
  - English Proficiency:
    - Able to communicate via email in English using translation software
    - Able to translate Japanese documents into English (using translation software)
  - Comfortable performing administrative work
- 

## Company Description