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
November 5th, 2026 03:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Fluent Level

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