Business Process Analyst | A global leader in energy tech

A global company based in Houston, Paris

Job Information

Hiring Company
Schlumberger K.K. (SKK)

Job ID
1612944

Industry
Petrochemical, Energy

Company Type
International Company

Job Type
Permanent Full-time

Location
Kanagawa Prefecture, Sagamihara-shi Chuo-ku

Train Description
Yokohama Line Station

Salary
6 million yen ~ 8.5 million yen

Work Hours
In accordance with company regulations

Holidays
In accordance with company regulations

Refreshed
November 18th, 2026 02:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

- Responsible for a wide range of tasks, from analyzing business requirements to implementing IT solutions and

improving business processes
- Drive digital transformation (DX) and business transformation, contributing to the company's success through data utilization and operational efficiency
- Collaborate with global IT teams and senior management to drive large-scale projects using English
- Utilize Power BI, Power Apps, and Power Automate to put the latest digital technologies into practice

【Job Responsibilities】
The Business Process Analyst acts as a key link between business stakeholders, end users, and technical teams to identify business needs and translate them into effective technology solutions.
This role is responsible for gathering and analyzing business requirements, improving business processes, supporting system implementations, and ensuring successful project delivery.
In addition, the Business Process Analyst supports digital transformation and operational efficiency initiatives by developing lightweight in-house IT solutions, such as data visualization dashboards, reporting tools, workflow automation, and business analysis applications that improve decision making and business performance.

< Key Responsibilities >

- Partner with business stakeholders, end users, and technical teams to understand business needs and objectives.
- Analyze business processes, workflows, and organizational structures to identify improvement opportunities.
- Document and define business, functional, and non-functional requirements.
- Model current ("as-is") and future ("to-be") business processes.
- Support business case development and project scoping activities.
- Define project objectives, success criteria, and acceptance requirements.
- Collaborate with IT teams throughout solution design, development, testing, and deployment.
- Support software implementation activities, including procurement, process design, testing, and change management.
- Develop and maintain lightweight in-house IT solutions to improve business processes and operational efficiency, including dashboards, data analytics tools, reporting solutions, and workflow automation tools.
- Coordinate user acceptance testing (UAT) and assist in issue resolution.
- Identify project risks and support mitigation planning.
- Engage with stakeholders at all levels, from senior leadership to technical teams.
- Track and manage changes to business requirements throughout the project lifecycle.
- Provide quality assurance guidance to solution vendors and project partners.
- Support continuous improvement initiatives and business transformation projects.

< Why Join Us? >
As a Business Process Analyst, you will play a key role in driving business improvement and digital transformation initiatives.
You will work closely with business leaders, end users, and global IT teams to deliver solutions that improve efficiency and support strategic objectives.

【Employment Type】
Full-time

【Salary】
Estimated Salary: JPY 5,000,000 – 7,000,000 annually

【Working Hours】
In accordance with company regulations

【Work Location】
Schlumberger K.K. - Sagamihara, Kanagawa

【Holidays & Leave】
In accordance with company regulations

【Benefits & Welfare】
In accordance with company regulations

Required Skills

【Requirements】

- Bachelor's degree in Information Technology, Engineering, or a related field, or equivalent experience.
- 3+ years of experience in business analysis, process improvement, or IT project delivery.
- Experience gathering and documenting business requirements.
- Strong analytical and problem-solving skills.
- Experience supporting software implementation or business transformation projects.
- Excellent communication, facilitation, and stakeholder management skills.
- Ability to work effectively with both business and technical teams.
- Strong organizational and project coordination skills.
- Strong IT skills, including experience with Microsoft Power Platform (Power BI, Power Apps, and Power Automate).
- Business-level Japanese (written and spoken)
- Business-level English (written and spoken)

Company Description