



【社内利用のITアプリケーションを管理するポジション】時給3000円/東京

全社で利用されるソフトウェアの安定運用と活用促進を支援

Job Information

Recruiter

[Skillhouse Staffing Solutions K.K.](#)

Job ID

1614763

Industry

Internet, Web Services

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 5.5 million yen

Holidays

National Holidays, Weekends, Paid Holiday, etc.

Refreshed

October 1st, 2026 14:55

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【社内利用のITアプリケーションを管理するポジション】時給3000円 / 東京

社内利用のSaaS・ソフトウェア製品を管理し、ライセンス管理や運用改善、ベンダー調整まで担当するITアプリケーション管理ポジションです。管理対象となる製品は、Adobe、Figma、Autodeskをはじめとするデザイン系・業務系ソフト

ウェアが中心。社内ユーザーへのサポート、運用における課題改善、自動化の推進など、全社で利用されるソフトウェアの安定運用と活用促進を支援します。

Department Overview:

The Software Asset Management team within the Corporate IT Division is responsible for managing and operating multiple SaaS products and software applications used across the organization.

Position Overview:

In this position, you will be responsible not only for license management but also for understanding product functionality, operating administration consoles, analyzing usage data, evaluating new features, coordinating technical discussions with vendors, and proposing internal adoption strategies.

You will mainly manage design and business software products such as Adobe, Figma, and Autodesk, while supporting users, improving operational processes, and promoting automation to enhance company-wide software utilization.

Responsibilities:

1. SaaS & Software Product Administration

- Operate administration consoles for multiple SaaS products and software applications.
- Manage users, groups, licenses, and permission settings.
- Monitor usage status and drive operational improvements.
- Handle provisioning and deprovisioning activities.

2. Product Feature Evaluation & Adoption Support

- Continuously research product features and roadmaps.
- Evaluate new features from a technical perspective and propose effective utilization approaches.
- Support business departments in maximizing product capabilities.
- Recommend optimal ways to utilize SaaS products.

3. New Product & Feature Implementation Support

- Research and evaluate new tools and additional product features.
- Assess implementation feasibility from security, operational, and support perspectives.
- Coordinate with IT and security teams.
- Support PoC activities and product implementation projects.

4. Vendor Management

- Act as a technical point of contact with software vendors.
- Handle technical inquiries and escalation of product issues.
- Gather information regarding product updates and specification changes.
- Collect vendor best practices and share them internally.

5. Usage Analysis & Optimization

- Analyze SaaS usage data.
- Identify usage trends and operational challenges.
- Propose license optimization strategies.
- Prepare reports and communicate findings to stakeholders.

6. User Support

- Respond to inquiries from internal users.
- Perform administrator-level troubleshooting.
- Create FAQs and operational documentation.
- Develop and maintain usage guidelines.

Required Skills**Required Skills:**

- Experience managing SaaS products or business software applications.
- Experience operating and managing administrative consoles.
- Experience communicating and coordinating with vendors.
- Ability to work in both Japanese and English for business communication (meetings, emails, and inquiries).
- Strong problem-solving and issue-resolution skills.
- Ability to manage and support multiple products simultaneously.

Preferred Skills:

- Experience managing products such as Adobe, Figma, Autodesk, or similar software.
- Experience with Microsoft 365 administration.

- Experience with API usage or operational automation.
- Knowledge of SSO/SAML/SCIM.
- Experience supporting SaaS product implementation projects.
- Knowledge of IT Service Management.
- Experience with software license management.

Japanese Level: Business Level (N2+)

English Level: Business Level (TOEIC 800+)

Hiring Company Details:

Major Japanese internet services company operating large-scale e-commerce, travel, and digital platform businesses globally.

International engineering organization with multicultural teams and enterprise-scale technology environments.

Working Hours:

9:00 – 17:30 (Mon–Fri)

Working Style:

Hybrid (4 days onsite / 1 day WFH)

Holidays:

Saturday, Sunday, National Holidays, Year-end/New Year holidays, Paid leave, Special holidays

Services/Benefits:

Social insurance, transportation allowance, employee benefits program, stock option program

Company Description