

PR/087720 | Business Operations Coordinator

Job Information

Recruiter
JAC Recruitment USA

Job ID
1616812

Industry
IT Consulting

Job Type
Permanent Full-time

Location
United States

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 10:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

POSITION SUMMARY

A growing IT company in New York City is seeking a Business Operations Coordinator to support daily business operations and project execution. This role will be responsible for order processing, procurement coordination, vendor communication, invoicing, contract administration, and general office operations. The ideal candidate is highly organized, detail-oriented, and enjoys working with multiple internal and external stakeholders.

RESPONSIBILITIES
Prepare and manage quotations and purchase orders
Coordinate procurement of IT equipment and software
Communicate with vendors and shipping providers regarding deliveries and schedules
Track project and order status and provide updates to stakeholders
Prepare invoices and maintain sales records
Generate monthly reports and operational documentation
Manage contracts, including MSA administration
Maintain Certificates of Insurance (COI) and related documentation

Support general office administration and mail handling
Collaborate closely with sales, engineering, customers, and suppliers

QUALIFICATIONS
Business-level proficiency in both English and Japanese
Experience in office administration, sales support, order management, procurement, customer service, or related fields
Proficiency in Microsoft Office, particularly Excel
Strong communication and coordination skills
Ability to manage multiple tasks simultaneously in a fast-paced environment
High attention to detail and organizational skills

PREFERRED QUALIFICATIONS
Experience in the IT industry
Background in Sales Operations or Procurement
Experience using ERP or CRM systems
Contract administration experience
Experience working in a Japanese or international business environment

LOCATION

New York, NY

EMPLOYMENT TYPE

Full-Time

SALARY

USD $55,000 - $70,000

BENEFITS

Medical, Dental, Vision Insurance, 401(k), Paid Time Off, and other company benefits.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description