



## 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 13th, 2026 10:40

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**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.

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Company Description