IT Operations Analyst/Application Project Coordinator (PMO)

Global Japanese Vehicle Company

Job Information

Recruiter
Skillhouse Staffing Solutions K.K.

Job ID
1623502

Industry
Automobile and Parts

Company Type
Large Company (more than 300 employees) - International Company

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Kanagawa Prefecture, Kawasaki-shi Kawasaki-ku

Salary
5 million yen ~ 7.5 million yen

Work Hours
9:00-18:00, Monday-Friday

Holidays
Saturday, Sunday, and National Holidays, etc

Refreshed
November 17th, 2026 13:27

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Basic Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

A Global Automotive manufacturer is seeking looking for a **Junior IT Operations Analyst/Application Project Coordinator** to support their Smart Factory applications and bridge project coordination across the on-site team in Japan, and off-shore

vendors in Singapore & India. For those coming from IoT, Automotive, Manufacturing/Electrical, Smart Factory type of background who have the ability to clearly understand application support, testing, issue escalation, as well as assist in tracking project progress physically from their on-site operations in Kawasaki, this is an opportunity to quickly learn and gain invaluable experience in an innovative smart space with multiple application projects and global stakeholders.

Responsibilities:
- Manage and coordinate application development projects and digital service enhancements
- Gather business requirements from internal stakeholders and translate them into technical specifications. Support continuous improvement of existing digital platforms, applications and business processes
- Coordinate with internal development teams, external vendors and contractors throughout the development lifecycle
- Create and manage project schedules, monitor progress and ensure delivery milestones are achieved. Facilitate project meetings, track action items and communicate progress to relevant stakeholders
- Support the planning, development, testing and implementation of new applications and system enhancements. Identify project risks, issues and dependencies, coordinating resolutions where necessary
- Coordinate UAT (User Acceptance Testing), manage feedback and ensure issues are addressed before release
- Physically patrol the plant factory floor and collect predictive data for their 3D modelling

Why should you apply:
- Own meaningful HR technology initiatives at a major global commercial vehicle manufacturer
- Help shape the future HR systems and operating model across the Group
- Work alongside HR, global IT teams, and specialized technology partners on modernization, integration, and AI opportunities

Company Details:
A global automotive manufacturer with a strong presence in Japan and international markets. The company is advancing digital transformation across customer-facing systems, including CRM, Marketing, Sales, Customer Service, and Customer Experience.

Working Hours: 8:00–17:00 / 9:00–18:00, flexible working hours with no core time
Working Style: On-site
Holidays: Annual holiday: 121 days. Saturdays, Sundays, and national holidays based on company calendar, Paid holidays, Congratulatory and Condolence leave, Maternity leave, Nursing care leave, etc.
Services/Benefits: Commuting allowance, Mobile Work, Overtime allowance, Child allowance, Housing allowance, DC pension, etc.

Required Skills

- Roughly 3-6 years of PMO/Bridge/Project Coordination and Support experience (ideally from application IT and the implementation of new digital services)
- Experience supporting business applications and coordinating incident and service request management, application testing, issue escalation, and the full SDLC – and have the ability to track & coordinate each stage with the engineering team, as well as clearly explain the status in Japan to off-shore teams
- Experience in coordination and negotiation with stakeholders and vendors
- Experience in project scheduling and progress management
- Understanding of application development, system integration and automation data flows
- Experience collaborating with development engineers and external contractors
- Willing to physically patrol the plant factory floor and collect predictive data for their 3D modelling
- Knowledge of how RCA (Root Cause Analysis) works in relation to software issues, UAT (User Acceptance Testing), Functional, Integration Testing works. Basic understanding of a programming language such as Python, Java, C# and SQL

Company Description