



System Administrator at global EC company 独占求人

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

求人ID

1477199

業種

インターネット・Webサービス

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

正社員

勤務地

千葉県

給与

500万円 ~ 750万円

更新日

2025年07月30日 05:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

流暢

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

Configuration, Customization and Monitoring:

- Maintain user roles, permissions, and access controls in Coupa.
- Monitor system performance, troubleshoot issues, and implement solutions
- Configuring workflows, approval chains
- Monitor and Maintenance of Integrations.
- UAT Testing and implement system upgrades and enhancements.

Customer Support:

- Provide end-user support and training to ensure effective utilization of the Coupa platform
- Engage with business stakeholders to gather requirements and understand their needs and troubleshoot their issues
- Provide mentorship and guidance to system analysts and end-users, sharing expertise and best practices to enhance system usage across the organization

Documentation and Training:

- Develop and maintain documentation related to system configurations and processes.
- Providing end-user training and support to ensure effective utilization of the various platforms.

Maintain SOX accuracy and integrity

- Ensure understanding of SOX requirements related to financial data integrity, access controls and audit trails within the Procurement Systems
- Maintain Documentation and Reporting evidence for SOX Controls
- Create and manager user accounts, profiles and permissions, ensuring appropriate access levels and security settings are in place

スキル・資格

Technical Proficiency: Basic understanding of System Architecture, configuration options and administration tools

Problem-Solving: Ability to troubleshoot technical issues, propose effective solutions and develop an action plan

Analytical: Capacity to document business requirements, evaluate solutions and translate them into a systems configuration

Communication: Excellent verbal and written communications skills to collaborate effectively with stakeholders at all levels of the organization

Project Management: Manage multiple priorities in a fast-paced environment. Set expectations and deliver results within established timeline

会社説明