



【在宅勤務週2回可能】 【時給2000円】

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

求人ID

1543879

業種

ビジネスコンサルティング

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

派遣

勤務地

東京都 23区, 中央区

最寄駅

日比谷線、 六本木駅

給与

時給制

時給

2000円 + 交通費

勤務時間

月曜～金曜 9:00～17:00

更新日

2025年08月04日 04:00

応募必要条件

職務経験

3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

ネイティブ

最終学歴

大学卒： 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Position Title: Administrative Coordinator – IT Department

Contract Type: Temporary (renewable)

Term: Starting ASAP

Working Hours: 9:00~17:00, Monday to Friday

Work Style: In-office

Hourly Rate: 2000 / hour, Negotiable based on experience and skillset

Interview Process: Interview with HR

Job Summary

We are seeking a proactive and detail-oriented Administrative Coordinator to support our IT leadership team. This role plays a vital part in ensuring smooth operations of the IT function by handling administrative tasks, coordinating communication, supporting project activities, and facilitating knowledge sharing within the team. The ideal candidate will possess strong organizational and communication skills, with the ability to thrive in a fast-paced, technical environment.

Main Responsibilities

- Provide day-to-day administrative support to the IT Leader and the broader IT team.
- Coordinate and schedule meetings, prepare agendas, and take accurate minutes.
- Assist with tracking and reporting on IT support metrics and project progress.
- Maintain documentation including knowledge base articles, SOPs, and project files.
- Support onboarding processes for new IT staff and coordinate training sessions.
- Help monitor ticketing systems and compile regular reports for leadership review.
- Liaise with vendors, procurement, and finance to support IT-related purchases and contracts.
- Ensure timely follow-ups on open issues and maintain efficient communication across teams.
- Organize team events, knowledge-sharing sessions, and other internal communications.

スキル・資格

Preferred Qualifications

- Familiarity with IT ticketing systems (e.g., ServiceNow, Jira, Zendesk).
- Basic understanding of IT terminology and concepts.
- Experience supporting cross-functional teams in a fast-paced environment.
- Interest in technology and a proactive attitude toward learning.

会社説明