

MichaelPage

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## IT Internal Support

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## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1558339

## 業種

インターネット・Webサービス

## 雇用形態

派遣

## 勤務地

東京都 23区

## 給与

経験考慮の上、応相談

## 更新日

2025年09月17日 15:05

## 応募必要条件

## キャリアレベル

新卒・未経験者レベル

## 英語レベル

基礎会話レベル

## 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

This role supports the Services Sales Division by managing solution requests, quotations, and contract documentation. It offers a blend of technical coordination and administrative support, with opportunities to work cross-functionally and engage with clients remotely.

## Client Details

A leading IT solutions provider with a strong presence in system integration and hardware services. The team operates from a central Tokyo location and supports a wide range of enterprise clients. Remote work is possible depending on internal guidance.

## Description

- Coordinate solution requests and prepare quotations and proposals
- Collaborate with internal teams and external partners
- Join remote meetings with clients to support solution discussions
- Draft, manage, and track contracts and related documentation
- Assist with project tracking and reporting

**Job Offer**

- Engagement in a supportive and collaborative company culture.
- Potential for skill enhancement and career growth in the technology field.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Anna Fujii on +81366276095.

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**スキル・資格**

- Basic understanding of IT products and services (PCs, servers, maintenance contracts)
- Experience using CRM/ERP tools such as D365 or SAP
- Proficient in Excel (VLOOKUP, IF, COUNTIF), PowerPoint, and Word
- Native-level Japanese and basic English (translation tools acceptable)

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**会社説明**

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