



Junior Data Research Associate - Japanese Speaker

募集職種

採用企業名

エコパディス

求人ID

1558963

業種

通訳・翻訳

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

その他東京

給与

経験考慮の上、応相談

更新日

2025年11月03日 11:00

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

ビジネス会話レベル

日本語レベル

流暢

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

Company Description

Work smart, have fun and make an impact!

Our purpose is to guide all companies toward a sustainable world.

EcoVadis is the leading provider of business sustainability ratings. Our solutions are backed by an international team of experts and powerful technology. We analyze data and build sustainability scorecards that give companies actionable insights into their environmental, social and ethical risks.

Why apply to EcoVadis? Be a part of the global sustainability change in business. Grow your career. Work with extraordinary people. Feel valued for your contribution.

Learn more about our team and culture on EcoVadis careers page.

Job Description

As a member of the Data Management Team, you will be responsible for accurately entering supplier information into the

EcoVadis database. Your role will ensure the integrity and quality of data through research, validation, and close collaboration with internal and external stakeholders.

Core Duties

- Conduct internet-research to qualify and validate companies' registered information, such as legal entity, their business activity, and scope of operations.
- Input such information of companies of various sizes, industries, and global locations, into EcoVadis suppliers' database using Country company registers and online databases
- Respond to queries from clients via email and contact internal and external stakeholders to get additional information when required
- Ensure compliance with internal methodologies, rules, and guidelines during the qualification process.
- Ability to work independently to achieve set quantitative and qualitative targets on daily operational tasks

Additional Responsibilities

- Contribute to the development and enhancement of the Qualification process
- Participate in Collaborative initiatives with other teams within the organization, such as Support and Commercial teams
- Accept other responsibilities related to the function as and when required

スキル・資格

Qualifications

- Previous experience in data or internet research field is an advantage.
- Fluency in Japanese and English (both written and spoken) is required. Proficiency in other languages is a plus.
- An excellent level of computer literacy, especially using MS Excel, Word, and other desktop tools.
- High attention to detail and a quality- and customer-oriented mindset.
- Ability to work under pressure and meet tight deadlines
- Strong analytical and problem-solving skills

Additional Information

- **Full time position**
- **Start Date: ASAP**
- **Location: Yotsuya Tokyo (Hybrid)**

In return for your expertise and energy, we offer:

- Support with all the necessary office and IT equipment
- Working Hours: 40 hours per week from Monday to Friday
- Wellness allowance for mental and physical wellbeing
- Access to professional mental health support
- Referral bonus policy
- Learning and development
- Sustainability events and community involvement
- Peer recognition program
- Employee-led resource groups
- Social Insurance
- Commuting Allowance
- Work Model: Hybrid Work Model
- Remote work from abroad policy
- Life Insurance
- Paid employee volunteer day
- 正社員

Our hiring team looks forward to reviewing your CV, in English, with a guaranteed response to every application. A new job with purpose awaits you!

Don't fit all the criteria but still think you'd be a good candidate? Please apply anyway to give our hiring team the opportunity to assess your skills and to learn more about what you could bring to EcoVadis. We're interested in hiring capable people, regardless of professional and educational background.

Can the hiring process be adjusted to suit my needs? Yes. We want everyone going through the hiring process with EcoVadis to feel confident that you are able to demonstrate your full potential. We welcome applications from disabled people, people with long-term health conditions, and neurodiverse candidates. If you need any adjustments, including the provision of interview questions, please let the hiring team know.

Our team's strength comes from everyone's uniqueness and is founded upon mutual respect. EcoVadis commits to equity, inclusion and reducing bias in our hiring processes. EcoVadis does not accept any form of discrimination based on color, national or ethnic origin, ancestry, citizenship, religion, beliefs, age, sex, gender identity, sexual orientation, neurodiversity, disability, parental status, or any other protected characteristic that makes you unique. In your application, we encourage you to remove personal information such as: photographs, marital status, number of children, religion, gender, residential postal code, university graduation date, past medical or parental leave(s) taken, nationality (instead, please state if you are legally eligible to work in the job region/country), university name (instead, please state any degrees obtained and the study major).

キーワード：サステナビリティ、CSR、企業の社会的責任、持続可能なサプライチェーン、持続可能な調達、ESG、SaaS、コーポレート・サステナビリティ、インパクト、コンサルティング、アナリスト、プログラムマネージャー、アカウントマネージャー、カスタマーサクセス

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EcoVadisについての詳細は、弊社サイトwww.ecovadis.comをご覧ください

会社説明