



Bilingual IT Business Management Support

Become part of the CIO office

募集職種

人材紹介会社

スキルハウス・スタッフィング・ソリューションズ 株式会社

採用企業名

PT490774 E

求人ID

1564350

業種

その他（流通・小売・物流）

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区

給与

450万円 ~ 600万円

勤務時間

9:00 - 17:30

休日・休暇

National holidays, Paid leave, Family leave etc.

更新日

2025年11月18日 03:00

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

ビジネス会話レベル

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

A Global Insurance Company is seeking a fully bilingual IT Business Management Support personnel for the CIO Office

A Global Insurance Company is seeking a fully bilingual **IT Business management Support personnel**, for the CIO Office support work.

Responsibilities:

- IT Resource and Capacity Management
- Japan Transformation Weekly Update
- Japan IT Stability Tracker and MOR Reporting to Senior Stakeholders
- Japan Weekly Highlights to Senior Stakeholders
- Japan monthly update for Senior Stakeholders
- Japan IT Weekly Update for Senior Stakeholders
- BOD Quarterly Dashboard
- IT Continuous Improvement initiative coordination
- SAP Purchase Approvals and Ariba PO Contract Approval
- SOW Executive Summary Reviews in English for Global approvals
- Fieldglass Time Sheet Approvals
- Double Hatting Applications
- Monthly Tech Connect meeting preparation
- PCaaS support/coordination (B12) (PCaaS = PCas-a-Service Support)

Why should you apply:

- This is a long-term opportunity
- You will be working with international team members
- Learn new technologies and on large scale projects

Company Details: A leading international insurance organization operates in over 130 countries and jurisdictions, offering services to commercial, institutional, and individual clients through one of the most extensive global property and casualty insurance networks. In addition to general insurance, the organization is also a prominent provider of life insurance and retirement services in the United States. Its common stock is publicly traded on both the New York and Tokyo stock exchange. The group's Japan-based affiliate provides IT-related services to support the organization's operations within the country.

Services/Benefits: Social insurance, Employee Pension Scheme, Transportation Fee

スキル・資格

- Strong IT PMO or Project Management experience
 - Experience of IT Business Management & PMO Tools: Microsoft Project / Smartsheet / Jira / ServiceNow PPM, Excel
 - Knowledge of Power BI or Tableau for dashboard/reporting support
 - MS PowerPoint (for executive reporting slides)
 - Experience of Document and workflow tools, like: SharePoint, Teams, Confluence, or OneDrive for collaboration and documentation
 - PMO Reporting cadence: Familiarity with status reports, risk logs, and executive summaries
 - Experience or knowledge of Finance, Accounting & Procurement Systems (any is OK)
 - SAP / Ariba / Fieldglass / MS Excel (Advanced)
 - Resource tracking in Excel, Smartsheet, or ServiceNow
 - Basic understanding of time allocation, FTE tracking, and demand vs. capacity modeling
 - Data extraction and cleaning for reports shared with Transformation Services
 - PCaaS & End-User Coordination
 - Basic understanding of PC lifecycle management (procurement → deployment → return)
 - Familiarity with asset tracking tools or ServiceNow ITAM / Intune / SCCM environments
 - Vendor coordination and device inventory reporting
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会社説明