



【バイリンガル 向け】 Application Support (Team Support) 【 社内IT 】

英語力を生かす ハイブリッド出社

募集職種

派遣会社
株式会社SPOTTED STAFFING

求人ID
1565128

部署名
IT

業種
その他 (IT・インターネット・ゲーム)

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 多数

雇用形態
契約

勤務地
神奈川県

給与
450万円 ~ 600万円

勤務時間
9:00-18:00

休日・休暇
土日祝日・Sat/Sun/Holidays、年末年始・Year-end and New Year holidays

更新日
2025年12月10日 11:01

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 (英語使用比率: 75%程度)

日本語レベル
流暢

最終学歴
専門学校卒

現在のビザ
日本での就労許可が必要です

募集要項

【 Multi-National / Global Company 】 【 多国籍・グローバル企業 】

Feel free to contact

us for details!!
applicant's skills and experience.

The team will tailor tasks to suit the

The primary responsibilities of this position are to assist with various tasks related to IT system operations as a Team assistant. This IT team is a core of the company that as it is responsible for maintaining the smooth IT operation.

[Team Background]

To ensure stable operation of IT systems and IT Strategy, team's work is carried out in close collaboration with business teams and external business partners. The team has implemented IT systems that utilize cutting-edge concepts and the latest digital transformation technologies, but there are also still some legacy systems in place.

A successful applicant for this role will be responsible for daily communication with internal IT members, business stakeholders, and overseas stakeholders to carry out below tasks;

- **Internal user support**
- **Incident and request ticket management**
- **Coordinating meetings with the team stakeholders**
- **Prepare user training materials and user training, when needed. Those who have proper knowledge and experience, may be asked to lead such trainings.**
- **Server monitoring, for those with experience**
- **Support the engineering team by preparing reports and technical documentations**

【注目ポイント】

Once you've gained experience and knowledge, you'll have the opportunity to proactively manage various aspects of the team operations. The team is very much eager to meet highly motivated applicants!

*** Long-term contract ***
 contract may vary, depending on the starting time/period ***

*** Duration of the initial

スキル・資格

- User support or application support experience
- Basic knowledge of tools such as JIRA, Confluence, Servicenow
- Basic understanding of databases such as sales data, inventory data, etc
- Solid Documentation skills
- Strong facilitation and communication skills
- Business to fluent Japanese language proficiency
- Intermediate to Business level English proficiency

福利厚生・その他

- 社保完備
- 交通費
- 年次有給休暇
- 会社が指定する休み
- 健康診断費用負担
- インフルエンザ予防接種補助

会社説明