



IT Admin (Privacy) - English only OK

Hybrid! Global Automotive Tech company!

募集職種

派遣会社

ランスタッド株式会社 プロフェッショナル事業本部

採用企業名

Automotive / Mobility Technology

求人ID

1589340

業種

その他 (インフラ)

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

東京都 23区

給与

450万円 ~ 600万円

更新日

2026年05月04日 00:00

応募必要条件

職務経験

3年以上

キャリアレベル

新卒・未経験者レベル

英語レベル

ネイティブ (英語使用比率: 75%程度)

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

Randstad is looking for someone to handle daily system administration and projects related to our client's privacy compliance management system. The successful candidate would initially work alongside the current administrator on the Privacy team with the goal of eventually taking over primary responsibility for the privacy domain. We're looking for someone with IT Admin experience - who is detail oriented and enthusiastic about well-defined processes, change management, clean access control schemes, and educating others on how things work. Our ideal candidate would also have a passion for privacy or drive to learn more about the field, as privacy requirements are central to our use of the system.

Key Responsibilities:

- Management and troubleshooting of user accounts, roles, and user groups
- Perform troubleshooting when users encounter issues
- Lead or participate in process improvement projects related to our use of OneTrust
- Implement new system functionality (e.g. roles, attributes, risks, workflows, templates) based on internal customer requirements
- Lead or participate in projects integrating OneTrust and other systems
- Perform testing of new implementations (e.g. roles, attributes, risks, workflows, templates, integrations)
- Champion good change management practices within the teams using OneTrust
- Teach non-technical stakeholders how to formulate OneTrust-related requests in the form of clear requirements
- Work with the Security Assurance team's OneTrust admins to ensure alignment on system use and changes
- Review OneTrust documentation where needed and advise Privacy Specialists on new functionality or existing functionality in their area of interest
- Open and manage support requests with the vendor's support team
- Keep Jira tickets updated (and create them where needed) to maintain documentation of request and project progress
- Learn basic privacy concepts in order to better understand the needs of the Privacy team and effectively answer common stakeholder questions

スキル・資格**Requirements:**

- High Fluency in English
- Minimum of 2 years of experience as an IT Admin
- Able to work independently to drive projects and also as part of a team
- Experience configuring and maintaining role based access control using the least privilege principle
- Experience configuring APIs for system integration
- Experience successfully communicating technical concepts (both verbally and through documentation) for non-technical users
- Experience drafting and maintaining technical documentation
- Proficiency in MS Office or Google Workspace

Good to Have:

- Business level Japanese
- Experience with OneTrust or similar GRC tool, preferably as Site Admin
- Experience working with a privacy or security team

会社説明