



## Bilingual Project Coordinator

### International Environment

#### 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

Large and international e-commerce company

##### 求人ID

1592898

##### 業種

インターネット・Webサービス

##### 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

紹介予定派遣

##### 勤務地

東京都 23区

##### 給与

400万円 ~ 550万円

##### 休日・休暇

Weekends and Public Holidays

##### 更新日

2026年06月02日 00:00

#### 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

##### Department Overview

This department is responsible for improving communication design and engagement within the development organization.

By collaborating with stakeholders both inside and outside the development teams, the department supports smooth communication and information sharing across the organization through meeting/event management and various documentation tasks.

#### Position Overview

The role involves coordinating meetings and events, including preparation, facilitation, and meeting minute creation. Event coordination includes planning, organizing, and facilitating events for the entire development organization.

#### Responsibilities

- Coordinate meetings and events within the development organization
  - Create presentation materials using PowerPoint
  - Coordinate meetings in English (scheduling and stakeholder communication)
  - Facilitate meetings in English
  - Prepare meeting minutes in English
  - Support the preparation and operation of development organization events
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#### スキル・資格

- Practical experience in one or more of the following in English-speaking meetings:
    1. Meeting facilitation
    2. Meeting coordination (scheduling and stakeholder management)
    3. Taking and preparing meeting minutes
  - Practical experience in project management
  - Previous full-time employment experience
  - Ability to create presentation materials using PowerPoint
  - Strong teamwork skills and the ability to collaborate effectively with others
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#### 会社説明