

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11月03日 17:00

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

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

会社説明