IT Project Support | M365 | Vendor Coordination | Nagoya

Nagoya | Hybrid | English/Japanese | IT

募集職種

人材紹介会社
株式会社 GDIコミュニケーションズ

求人ID
1611533

業種
SIer・システムインテグレーター

雇用形態
契約

勤務地
愛知県

給与
350万円 ~ 400万円

更新日
2026年11月05日 03:00

応募必要条件

職務経験
1年以上

キャリアレベル
新卒・未経験者レベル

英語レベル
日常会話レベル

日本語レベル
流暢レベル

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

Position Highlights

- Project management & coordination support
- Work with internal teams, clients & vendors
- Exposure to IT, network & security projects
- Use English in an international work environment
- Long-term opportunity in Nagoya

Job Overview

- Perform outsourced administrative tasks on behalf of the user (primarily administrative work)
  ・Processing purchase orders and sales orders, reviewing acceptance documents, budget management, etc. (performed from the user's perspective)
- Project management support:

• Confirming requirements, preparing quotations, processing purchase orders and sales orders, coordinating with vendors, reviewing designs, coordinating work schedules, etc.
--> Follow the instructions of the team lead to manage projects (later on, you'll be able to manage projects independently).
- Create and update various documents
  • Proposal materials, design documentation, work plans, operational documentation, etc.

スキル・資格

Desired Qualifications

- Proficient in Microsoft Teams, Excel, PowerPoint, Outlook, and PDF software
  • Comfortable with general PC operations.
- Holds certifications related to networking and/or security systems and is able to understand technical terminology at a certain level
- Able to coordinate smoothly with internal departments, clients, and vendors
  (Previous professional work experience is required)
- English Proficiency:
  • Able to communicate via email in English using translation software
  • Able to translate Japanese documents into English (using translation software)
- Comfortable performing administrative work

会社説明