



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

Sler・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09月10日 01:19

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

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