

PR/087720 | Business Operations Coordinator

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1616812

業種
ITコンサルティング

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2026年10月27日 10:00

応募必要条件

職務経験
1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
流暢レベル

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

POSITION SUMMARY

A growing IT company in New York City is seeking a Business Operations Coordinator to support daily business operations and project execution. This role will be responsible for order processing, procurement coordination, vendor communication, invoicing, contract administration, and general office operations. The ideal candidate is highly organized, detail-oriented, and enjoys working with multiple internal and external stakeholders.

RESPONSIBILITIES
Prepare and manage quotations and purchase orders
Coordinate procurement of IT equipment and software
Communicate with vendors and shipping providers regarding deliveries and schedules
Track project and order status and provide updates to stakeholders
Prepare invoices and maintain sales records
Generate monthly reports and operational documentation
Manage contracts, including MSA administration
Maintain Certificates of Insurance (COI) and related documentation

Support general office administration and mail handling
Collaborate closely with sales, engineering, customers, and suppliers

QUALIFICATIONS
Business-level proficiency in both English and Japanese
Experience in office administration, sales support, order management, procurement, customer service, or related fields
Proficiency in Microsoft Office, particularly Excel
Strong communication and coordination skills
Ability to manage multiple tasks simultaneously in a fast-paced environment
High attention to detail and organizational skills

PREFERRED QUALIFICATIONS
Experience in the IT industry
Background in Sales Operations or Procurement
Experience using ERP or CRM systems
Contract administration experience
Experience working in a Japanese or international business environment

LOCATION

New York, NY

EMPLOYMENT TYPE

Full-Time

SALARY

USD $55,000 - $70,000

BENEFITS

Medical, Dental, Vision Insurance, 401(k), Paid Time Off, and other company benefits.

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会社説明