

Job Detail

Staff Level

Position Title	IT project coordinator
Recruiter Company	Alpha Consulting Group K.K.
Company Name	Company name is private
Activated / Updated	2024-04-09 / 2024-04-09
Job Type	Hospitality Business Specialists - Reservations Management Education/Training/Language Specialist - Translator
Industry	
Location	Asia Japan
Job Description	<p>Business content The IT project coordinator supports the project manager in ensuring that the project runs smoothly. Translation of materials (Japanese to English), scheduling of meetings, organization and management of project materials Support for creating monthly report materials, schedule management, etc.</p> <ul style="list-style-type: none">• Follow up action items agreed at the project meeting• Various applications to clients (access card, user ID, PC)• Scheduling IT project meetings• Preparation of minutes
Company Info	A technology service company that provides end-to-end support from business transformation to digitalization.
Salary	JPY - Japanese Yen JPY 4000K - JPY 6000K