

## 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</p> <p>The IT project coordinator supports the project manager in ensuring that the project runs smoothly.</p> <p>Translation of materials (Japanese to English), scheduling of meetings, organization and management of project materials</p> <p>Support for creating monthly report materials, schedule management, etc.</p> <ul style="list-style-type: none"><li>• Follow up action items agreed at the project meeting</li><li>• Various applications to clients (access card, user ID, PC)</li><li>• Scheduling IT project meetings</li><li>• Preparation of minutes</li></ul>
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