Job Detail

Executive Level

Position Title	IT Specialist
Recruiter Company	Fidel Consulting KK
Company Name	Company name is private
Activated / Updated	2024-05-10 / 2024-05-10
Job Type	IT (PC, Web, Unix) - Database SE IT (PC, Web, Unix) - Web Application SE IT (Other) - IT Help Desk
Industry	
Location	Asia Japan Tokyo
Job Description	Assist the department head in managing and organizing information and data. Collaborate and coordinate with the various IT technology towers to develop and implement new strategies, processes, and reporting. Assist with managing team budgets, invoices, contracts, procurement other administrative processing. Assit with planning and coordinate projects, including scheduling, resource allocation, and risk management. Communicate with internal stakeholders to ensure success of technology strategies and roadmaps. Create documentation and make recommendation for changes. Work with other team members to ensure the implementation is working correctly. Document review for solutions in each team in detail. Help with process optimization and elimination of manual work. Reviewing diagnostics and assessing the functionality and efficiency of systems. Assist in implementing security measures. Monitoring security certificates and company compliance of requirements. Installing and updating company software and hardware as needed.
Company Info	Our Client has operations in more than 40 countries and holds leading market positions in the United States, Japan, Latin America, Asia, Europe, and the Middle East. We are ranked #43 on the Fortune 500 list for 2018. With over 150 years of experience, the companies offer life, accident and health insurance, retirement, and savings products through agents, third-party distributors such as banks and brokers, and direct marketing channels. Our name is recognized and trusted by approximately 100 million customers worldwide and we serve more than 90 of the top 100 FORTUNE 500 companies in the United States.
Qualifications	4-year degree or higher education from an accredited institution in IT related field. Strong knowledge management skills. Budgeting and invoice processing skills. Technical Documentation creation and editing
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 7000K - JPY 8000K