

Job Detail

Senior Level

Position Title	In-house portal site management (SharePoint/PowerPlatform)
Staff Company	Randstad Japan Professional Contract Specialist (Professional Haken)
Company Name	Company name is private
Activated / Updated	2024-05-20 / 2024-06-10
Job Type	IT (Other) - In-house System Operator
Industry	Investments
Location	Asia Japan Tokyo
Job Description	<p>This job involves operating an internal information portal site for one of Japan's largest asset management companies, and developing and operating a workflow system.</p> <p>[Job Description]</p> <ol style="list-style-type: none"> 1. Understand business requirements and create design documents, including functional specifications for SharePoint (On-Premise, Online)/Power Platform/MSSQL DB 2. Develop a system that meets business requirements using SharePoint (On-Premise, Online)/Power Platform/MS Dataverse based on the design documents 3. Create and implement materials for user training, user manuals, system operation, handover, etc. 4. Create and implement system tests that take into account conditions and scenarios (SIT) 5. Deal with problems, fix bugs, and maintain existing systems
Company Info	As one of Japan's leading comprehensive asset management companies, the company provides asset management services primarily to institutional and individual investors. The company offers a wide range of financial products and services, including investment trusts, pension management, public pension fund management, and asset management advisory services, and has an excellent track record and advanced research capabilities to provide solutions for effectively managing customers' assets.
Working Hours	09:00 to 18:00
Qualifications	<ul style="list-style-type: none"> • Application development experience • Practical experience in development using SharePoint • Practical experience in automating business processes using Power Platform • Practical experience related to Office365 (PowerQuery, MS Query, MS Access, etc.) • Practical experience using Windows (required) • Specialized knowledge at computer vocational school level
English Level	None
Japanese Level	Business Level(JLPT Level 2 or N2)
Hour Salary	JPY - Japanese Yen 3000JPY - 4000JPY
Estimated Annual Salary	By employment history and skills
Salary Description	<p>Full social insurance coverage</p> <p>Transportation expenses fully covered</p>