



## System Administrator at global EC company [Exclusive job](#)

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Job ID**

1477199

**Industry**

Internet, Web Services

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Chiba Prefecture

**Salary**

5 million yen ~ 7.5 million yen

**Refreshed**

January 29th, 2025 02:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

Configuration, Customization and Monitoring:

- Maintain user roles, permissions, and access controls in Coupa.
- Monitor system performance, troubleshoot issues, and implement solutions
- Configuring workflows, approval chains
- Monitor and Maintenance of Integrations.
- UAT Testing and implement system upgrades and enhancements.

Customer Support:

- Provide end-user support and training to ensure effective utilization of the Coupa platform
- Engage with business stakeholders to gather requirements and understand their needs and troubleshoot their issues
- Provide mentorship and guidance to system analysts and end-users, sharing expertise and best practices to enhance system usage across the organization

Documentation and Training:

- Develop and maintain documentation related to system configurations and processes.
- Providing end-user training and support to ensure effective utilization of the various platforms.

Maintain SOX accuracy and integrity

- Ensure understanding of SOX requirements related to financial data integrity, access controls and audit trails within the Procurement Systems
- Maintain Documentation and Reporting evidence for SOX Controls
- Create and manager user accounts, profiles and permissions, ensuring appropriate access levels and security settings are in place

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## Required Skills

**Technical Proficiency:** Basic understanding of System Architecture, configuration options and administration tools

**Problem-Solving:** Ability to troubleshoot technical issues, propose effective solutions and develop an action plan

**Analytical:** Capacity to document business requirements, evaluate solutions and translate them into a systems configuration

**Communication:** Excellent verbal and written communications skills to collaborate effectively with stakeholders at all levels of the organization

**Project Management:** Manage multiple priorities in a fast-paced environment. Set expectations and deliver results within established timeline

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## Company Description