

「プロだからわかる、あなたのスキルが活躍の場所」  
60以上の業界・職種に特化した専門チームがサポート

Robert—  
—Walters

【英語を活かす】 オペレーション アソシエイト/ Operations Associate

eコマース会社にて、オペレーション アソシエイトの求人がございます。

## Job Information

### Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

### Hiring Company

eコマース会社

### Job ID

1524743

### Industry

Digital Marketing

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

4.5 million yen ~ 5.5 million yen

### Work Hours

お問い合わせください

### Holidays

完全週休2日制, 土日祝日休み, 有給休暇

### Refreshed

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## General Requirements

### Career Level

Mid Career

### Minimum English Level

Native

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

A renowned eCommerce company is looking for an Operations Associate. The selected candidate will drive project execution, monitor progress, and enhance operational efficiency. This is a hybrid setup role.

A leading eCommerce platform in Japan, the company leverages technology to enhance online shopping and digital payment experiences. With a strong focus on innovation and user engagement, it connects buyers and sellers through a seamless and secure marketplace.

### Keywords:

プロジェクト管理, eコマース, データ分析, システム導入, マーケットインサイト, 求人, 外資系

Job Ref: H8ZLEN

**Responsibilities:**

- Define project scope and objectives, developing detailed project plans
- Support the implementation of projects to adopt new systems and features
- Track project performance and analyse completion of short- and long-term goals
- Identify and share market insights with local and regional teams
- Ensure key stakeholders are informed of major changes and impacts
- Conduct post-project evaluations and maintain comprehensive project documentation

**Requirements:**

- Bachelor's degree or above
- More than 1 year of work experience
- Strong understanding of product and systems with the ability to write documentation
- Proficient in Excel; VBA and SQL are a plus
- Enthusiasm for Southeast Asia and eCommerce is a plus
- Bilingual level verbal and written Japanese and English

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**Company Description**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.