

System Administrator at global EC company 👍 独占求人

## 募集職種

## 人材紹介会社

[Cornerstone Recruitment Japan 株式会社](#)

## 求人ID

1477199

## 業種

インターネット・Webサービス

## 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

## 雇用形態

正社員

## 勤務地

千葉県

## 給与

500万円 ~ 750万円

## 更新日

2025年03月26日 01:00

## 応募必要条件

## 職務経験

1年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

流暢

## 最終学歴

高等学校卒

## 現在のビザ

日本での就労許可が必要です

## 募集要項

## 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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## スキル・資格

**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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## 会社説明