



【Global Security Systems】 Project/Service Coordinator

募集職種

採用企業名

株式会社アプテル

求人ID

1478362

業種

Sler・システムインテグレーター

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区, 中央区

最寄駅

日比谷線、 八丁堀駅

給与

300万円 ~ 450万円

更新日

2024年07月09日 01:00

応募必要条件

職務経験

1年以上

キャリアレベル

新卒・未経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

日本語レベル

ビジネス会話レベル

最終学歴

大学卒 : 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Job Responsibilities:**Projects**

- Coordinate project management activities, resources, equipment and information.
- Assign various tasks to internal team.
- Close coordination with the procurement team to buy material for the projects.
- Create and maintain comprehensive project documentation, plans and reports.
- Weekly report for customer and internal management (based on 工程表 from engineer)

- Attendance of customer meetings.
- Testing and Commissioning support (translator)

Service

- Receive customer requests/inquiries via mail or phone in a timely and accurate manner.
 - Assign internal service engineers and subcontractors for the service request.
 - Provide price and cost proposals in response to customer's requests.
 - Using our ERP system, create & manage estimations/ sales orders/ invoices.
 - Coordinate with procurement in purchasing items necessary for the repair.
 - Maintaining customer's maintenance contract and renewing them in timely manner.
 - Provide documents related to access permission/work permission requested by customer.
 - Occasional translation between customer and engineers.
 - Provide outstanding customer service to improve customer satisfaction and relationship.
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スキル・資格

Skills Required:

- Solid organizational skills, including multitasking and time-management.
 - Strong client-facing, inter-personal and teamwork skills.
 - Excellent communication skills using English/Japanese.
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会社説明