

「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。

### 募集職種

#### 人材紹介会社

ロバート・ウォルターズ (Robert Walters)

#### 採用企業名

eコマース会社

#### 求人ID

1524743

#### 業種

デジタルマーケティング

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

450万円 ~ 550万円

#### 勤務時間

お問い合わせください

#### 休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

#### 更新日

2025年04月01日 23:00

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ネイティブ

#### 日本語レベル

ネイティブ

#### 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

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

---

**会社説明**

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.