



## IT Specialist / ITスペシャリスト

### Job Information

**Recruiter**

[Advisory Group K.K.](#)

**Job ID**

1475090

**Industry**

Software

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Refreshed**

July 5th, 2024 12:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

#### JOB RESPONSIBILITIES – IT Support for CLI

- Asset management for all IT-related devices and computers.
- Work effectively with the end user community and vendors to ensure the efficiency of the systems that are implemented to support the business.
- Define project scope, create and maintain a project plan with resource estimation, time and budget requirements, and establish deadlines.
- Negotiate and manage vendors to ensure timely delivery of their deliverables.
- Responsible for delivery of projects as defined in the project scope and within the project budget and project timeline.
- Ensuring compliance with all IT-related policies.
- Proper onboarding/offboarding of new/resigned staff for IT-related matters.

## Required Skills

### Requirements

- Diploma/Degree in Computer Engineering/Science or Information Technology-related course
  - Experience in supporting office IT operations
  - Experience in supporting End User Technology in Windows Environment, experience in both Win10/11 and Win Server is highly preferred
  - Experience in basic network troubleshooting
  - Excellent project management, analytical, and organization skills
  - Customer-focused with excellent communication and interpersonal skills
  - Able to work independently
  - Able to converse in English
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### Company Description