



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

April 11th, 2025 07:00

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