Lab IT Administrator 👍 Exclusive job

Great work-life balance, career opps!

Job Information

Hiring Company
systemsGo Corporation

Job ID
1490917

Division
Technology Support

Industry
IT Consulting

Company Type
Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Kanagawa Prefecture, Fujisawa-shi

Salary
5.5 million yen ~ Negotiable, based on experience

Work Hours
Mon-Fri 9am-6pm

Holidays
Starts at 13 days/yr paid leave, increases each year until 22/yr

Refreshed
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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level
Business Level

Minimum Education Level
Technical/Vocational College

Visa Status
Permission to work in Japan required

Job Description

Job Summary:

The IT Lab Administrator is responsible for managing and maintaining the IT lab facilities, ensuring all equipment and systems are operational, secure, and up-to-date. This role includes providing technical support to lab users, managing lab schedules, and overseeing the procurement and setup of hardware and software. The IT Lab Administrator also plays a key role in maintaining compliance with company policies and ensuring a secure and efficient working environment.

Key Responsibilities:
•Oversee daily operations of the IT lab, ensuring all equipment and software are functioning correctly.
•Maintain an inventory of all hardware and software in the lab, including tracking usage and wear.
•Ensure that the lab is compliant with company policies, safety standards, and industry regulations.
•Provide technical assistance to lab users, including troubleshooting hardware, software, and network issues.
•Install, configure, and maintain lab equipment, including computers, servers, networking devices, and other IT infrastructure.
•Manage and support the deployment of virtual environments for testing and development purposes.
•Collaborate with the procurement team to acquire necessary hardware and software for the lab.
•Set up and configure new equipment, ensuring it meets the lab's requirements and is integrated into the existing infrastructure.
•Implement and maintain security protocols to protect lab data and equipment.
•Maintain detailed records of lab activities, including equipment usage, maintenance schedules, and support tickets.
•Prepare reports on lab performance, utilization, and any issues that arise.

Required Skills

Qualifications:
•Education:
- Bachelor's degree in information technology, Computer Science, or a related field. Relevant certifications (e.g., CompTIA A+, Network+, etc.) are a plus.

•Experience:
- Proven experience in IT support or lab administration.
- Hands-on experience with a variety of hardware, software, and networking tools.
- Experience managing IT assets and resources in a lab environment is preferred.

•Skills:
- Strong technical troubleshooting and problem-solving skills.
- Excellent organizational and time-management abilities.
- Strong understanding of IT security practices and protocols.
- Ability to work independently as well as part of a team.
- Strong communication skills, both written and verbal.

To apply, please contact: Daria.Tang@systemsgo.asia

Company Description