



## 1200万円 IT Infra Lead - Global Marketing Analytics Provider

**80% REMOTE / FULL FLEX TIME**

### Job Information

#### Recruiter

SPOTTED K.K.

#### Job ID

1505598

#### Industry

Advertising, PR

#### Company Type

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

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

5.5 million yen ~ 12 million yen

#### Refreshed

March 11th, 2025 07:00

### General Requirements

#### Minimum Experience Level

Over 6 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Business Level

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

#### DUTIES AND RESPONSIBILITIES

- Server Support (40%):
  - o Implement, and maintain on-premises and/or cloud-based server infrastructure.
  - o Diagnose and troubleshoot complex server issues, including performance bottlenecks, hardware failures, software conflicts, and security vulnerabilities.
  - o Implement and maintain server configurations, including operating systems (Windows, Linux), virtualization technologies (VMware, Hyper-V).
  - o Implement and maintain server security best practices, including user access control, firewalls, and intrusion detection systems.

- o Automate server tasks and processes to improve efficiency and reliability.
  - o Perform regular backups and ensure disaster recovery plans are in place.
  - o Monitor server performance and proactively identify potential problems.
  - o Stay up-to-date on the latest server technologies and trends.
  - o Work collaboratively with other IT team members and stakeholders.
  - Network Support (30%):
    - o Diagnose and troubleshoot network issues escalated from L2 or L1, including connectivity problems, routing errors, security breaches, and performance issues.
    - o Implement and maintain network configurations, including network devices (routers, switches, firewalls).
    - o Monitor network performance and identify potential problems.
    - o Implement network upgrades and expansions.
    - o Stay up-to-date on the latest network technologies and trends.
    - o Work collaboratively with other IT team members and stakeholders.
  - Additional Responsibilities (30%):
    - o Document solutions and procedures for future reference.
    - o Provide technical support to internal users and troubleshoot their IT issues.
    - o Serve as a liaison between upper management, users, and engineers; raise the visibility of critical issues and ensure that all relevant parties are informed.
    - o Update the maintenance calendar and notify stakeholders.
    - o Collaborate effectively with other IT team members and stakeholders.
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## Required Skills

### SKILLS & QUALIFICATIONS

- 6+ years of experience as IT Infrastructure or similar role, with demonstrated expertise in both server and network administration.
- In-depth knowledge of networking concepts, protocols, and troubleshooting methodologies.
- Strong understanding of server administration, including operating systems, virtualization technologies, and server applications.
- Demonstrated proficiency in IT documentation and knowledge management practices.
- Excellent communication, interpersonal, and problem-solving skills.
- Strong analytical and critical thinking skills.
- Fluent Japanese & Business English

### ADDITIONAL PREFERRED SKILL

- Experience with scripting languages (e.g., Python, PowerShell) .
  - Experience with cloud platforms (AWS, Azure) .
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## Company Description