



PR/108794 | Assistant Manager - IT

Job Information

Recruiter

JAC Recruitment India

Job ID

1513750

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 13:13

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities:

- **Manage IT Infrastructure:** Oversee the implementation and maintenance of the company's IT infrastructure, including hardware, software, networks, servers, and security systems.

- **IT Strategy and Planning:** Develop and implement IT strategies and solutions aligned with the company's business objectives. Plan and execute IT projects to improve efficiency and effectiveness.

- **Security Management:** Ensure the security of the company's data, network access, and backup systems. Implement and maintain security policies and procedures to protect against unauthorized access, cyber threats, and data breaches.

- Vendor Management: Manage relationships with external vendors and service providers. Negotiate contracts and agreements for IT products and services.
- Team Leadership: Provide leadership, guidance, and mentorship to the IT team. Manage and develop team members to ensure high performance and continuous improvement.
- Budget Management: Develop and manage the IT department's budget. Monitor expenses and justify costs related to IT projects and initiatives.
- Technical Support: Oversee the provision of technical support and assistance to end-users within the organization. Ensure timely resolution of IT issues and concerns.
- Compliance and Regulations: Ensure compliance with relevant regulations, laws, and standards related to IT operations and data protection.
- ITization of Robot and Spare Parts Inventory Management: Implementing IT solutions for inventory management will enable real-time tracking of stock levels, automated alerts for restocking, and accurate forecasting based on historical data. This will lead to reduced operational costs and improved resource allocation.
- ITization of Accounting (Tally) for Accurate Profit Analysis: Computerizing our accounting processes through Tally integration will provide detailed insights into financial transactions. By leveraging this data, we can conduct precise profit analysis, identify revenue streams, and optimize financial strategies effectively.

Job Requirements:

- Education: Bachelor's degree in information technology, Computer Science, or a related field.
- Experience: Proven experience (5~8 years) in IT management roles, with a strong understanding of IT systems and infrastructure. Experience in managing IT projects and teams.

Job Location:

Gurugram

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Company Description