



PR/116018 | Application Support (System Admin)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1514285

Industry

Education

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 31st, 2024 10:18

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

Highlight:

- Growth opportunity.
- Experience in application support role and basic knowledge in database.
- Well command in English.

Location: Don Mueang, Bangkok

Responsibilities:

Management Information Systems:

- Setup company MIS and other company applications for new company.

- Assist company in managing and maintaining company MIS and other company applications for the group, ensuring all system administrative requirements are executed in good time.
- Act as the 'first port of call' for users requiring assistance, providing in-house support in a timely manner.
- Assist company technology team in MIS rollover, updating timetables and class lists.
- Assist company technology team in developing MIS reports when required.
- Design, develop, and maintain interfaces between MIS and other applications.
- Record and collate all requests for assistance and suggestions for changes or improvements to be made to the MIS.
- Maintain an up-to-date knowledge of MIS and identify where new features could provide additional benefits for the companies.
- Provide training and user manuals to users of company MIS and other systems.
- Assist the Associate Director of IT Services to manage other IT projects according to assignment.

Database Administration and Other Company Applications

- - Assist the Data team with migrating data to other systems and report tools such as Microsoft 365, Power BI, and other platforms as required.
- - Assist companies with managing company applications.
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Qualifications:

- Bachelor's degree in a related field.
- Experience of using company management systems is preferred but training will be given.
- Previous experience of working in a similar role in a company would be advantageous.
- Skills/experience with SQL and/or other reporting tools, Power BI would be advantageous.
- Excellent communication skills – the role will require communication with colleagues in all companies.
- Excellent spoken and written English skills.
- Able to organize work effectively and capable of multitasking and prioritizing tasks to keep to deadlines.
- Able to travel overseas.

Working days: Monday - Friday:

Company Description