



PR/094644 | Senior IT Executive / Assistant IT Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1514557

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 09:01

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

About the Company

The client plays a crucial role in connecting suppliers of semiconductors and other electronic components with businesses across various sectors, facilitating the smooth flow of essential technology products. They are a subsidiary of global trading group.

Our client is seeking a highly motivated and experienced IT Assistant Manager/Specialist to join their dynamic team. In this critical role, you will be responsible for overseeing all aspects of IT infrastructure and support across their local and regional operations.

Key Responsibilities

Local IT Management

- Act as the primary IT point of contact for our client.

- Ensure compliance with all relevant IT regulations, including company-wide standards and internal our client's policies.
- Manage and troubleshoot IT-related issues, including network, PC, and Wi-Fi connectivity.
- Administer network and IP addresses.
- Maintain an accurate inventory of IT assets.
- Develop and maintain internal IT policies and procedures for our client.
- Manage relationships with external IT vendors and service providers.
- Collaborate closely with related company on IT requirements.
- Provide IT support for warehouse operations, including barcode printers and handheld terminals.

Regional IT Support

- Provide technical support to regional offices in Malaysia, Philippines, and Indonesia.
- Gain a comprehensive understanding of our client's overall network architecture.
- Communicate and collaborate effectively with HQ on IT issues.

Qualifications & Experience

- Diploma or equivalent in Information Technology or a related field.
- Minimum 5 years of experience in IT management or a similar role.
- Proven experience in managing local and regional IT infrastructure.
- Strong understanding of networking concepts (LAN/WAN, TCP/IP, etc.).
- Experience with PC hardware and software troubleshooting.
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to work independently and as part of a team.
- Willingness to travel internationally to Philippines, Malaysia, Indonesia, and India.

Working Location: Singapore, Central

Apply online or feel free to contact me directly (via email: tingyee.lim@jac-recruitment.com) for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Lim Ting Yee (R23116601)
JAC Recruitment Pte. Ltd. (90C3026)

Company Description