**CareerCross** by JAC Recruitment

## PR/117816 | IT Security Administrator

## Job Information

**Recruiter**
JAC Recruitment UK

**Job ID**
1517688

**Industry**
IT Consulting

**Job Type**
Permanent Full-time

**Location**
United Kingdom

**Salary**
Negotiable, based on experience

**Refreshed**
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## 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 Title: IT Security Administrator
Workplace: Customer Office
Employment Type: Full Time, 12-month Fixed Term Contract (35 hours per week, 9:00 am to 5:00 pm)
Salary: Up to £48,000
Start Date: ASAP
Interview Process:   2 Stages
- Ensure the security of customer and company information.
- Conduct training and awareness sessions on policy changes and updates.
- Manage security compliance activities and communicate with interested parties.
- Handle documentation, audits, incident evidence collection, and log reviews.
- Manage corrective actions, document management, security training, and incident reporting.
- Coordinate with the EMEA IT team for compliance activities and execute security checks independently.

Required Skills and Experience:
- Strong communication skills for managing security activities.
- Experience in IT security administration, including documentation, audits, and incident management.
- Knowledge of Windows AD, Anti-Virus, and MS365.
- Ability to learn quickly and manage tasks effectively.
- Flexible working ethic to meet customer expectations.

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Company Description