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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