



PR/094618 | Assistant Manager,IT

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1519106

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 10:22

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

COMPANY OVERVIEW

My client is seeking a highly skilled and motivated Assistant IT Manager to oversee and manage the effective operation of our company's IT infrastructure. This role requires a balance of technical expertise, project management, and strategic leadership to ensure our IT systems are aligned with the company's objectives.

JOB RESPONSIBILITIES

- **Leadership and Strategy:** Lead the IT department in developing, implementing, and maintaining IT infrastructure and systems to ensure reliable and efficient operations. Drive the delivery of high-quality IT services to meet business needs and strategic goals.
- **Project Management:** Manage the full lifecycle of IT projects, from planning and conceptualization to execution. Ensure comprehensive documentation, clear project timelines, and adherence to budgets.

- **Asset Management:** Oversee the management of IT assets and inventories, ensuring accurate tracking and reporting.
- **Service Management:** Manage service level agreements (SLAs) to ensure timely and efficient responses to user requests and queries, ensuring high customer satisfaction.
- **Training and Development:** Design and conduct training sessions for end-users on IT systems, tools, and best practices to promote effective use of technology within the organization.

JOB RESPONSIBILITIES

- Bachelor's degree in Computer Science, Information Technology, Electronics Engineering, or a related field.
- Minimum of 5 years of experience in IT management or related fields, with at least 3 years of experience in project management.
- ITIL Certification or equivalent is highly preferred.
- Hands-on experience with Windows Server, Active Directory, routers, and network switches.
- Excellent analytical, problem-solving, and troubleshooting skills.
- Proven leadership abilities with strong decision-making capabilities.
- Deep understanding of business processes and how IT can optimize them.
- Self-starter with the ability to work independently and manage multiple priorities in a fast-paced, results-driven environment.

Apply online or feel free to contact me directly 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.

JAC Recruitment Pte. Ltd.
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Zhang Wei

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Company Description