



PR/158709 | IT helpdesk

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1526095

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 11th, 2025 10:44

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 Responsibilities

1) Company e-Procurement System Helpdesk & Master Maintenance

- Handling daily inquiries via email and phone.
- Managing supplier registration and maintaining master data.

2) Company eProcurement Web System Implementation and Function Promotion

- Promote system functions to suppliers, indirectly supporting internal procurement productivity improvement.
- Write, edit, and revise training manuals.

3) Company System Implementation Support

- Handle label printing and contract preparation.
- Organize and Conduct System Training
- Provide training sessions for both internal and external stakeholders.

Job Requirements

- At least 1 year experience in Customer Service or Helpdesk services (experience in the IT industry is a plus).
- Strong spoken and written communication skills in English and Mandarin due to the market that support.
- Fresh graduates are welcomed to apply.

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Company Description