

Michael Page

www.michaelpage.co.jp

Helpdesk Support

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Job Information

Recruiter
[Michael Page](#)
Job ID

1529245

Industry

Retail

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6.5 million yen

Refreshed

April 11th, 2025 03:00

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Our client is looking for a bilingual support engineer to handle IT requests and resolve issues encountered in users' daily IT use, including (but not limited to) PCs, peripherals, networks, and mobile devices.

Client Details

This company is a multinational corporation that specialise in luxury goods such as bag, clothing, accessories, and jewellery. It owns several prestigious brands and has a reputation for creating innovative and stylish products that cater to the high-end market.

Description

- * Organise purchases, installation, upgrade, and replacement of corporate computers, peripherals, mobile devices, software licenses, and network equipment as needed, in line with corporate standards and approved budgets.
- * Manage life-cycle of IT assets (hardware and software, from acquisition to disposal).
- * Coordinate with vendors and Technologies teams;
- * Periodically review and propose necessary training plans, based on the latest corporate standards and IT support needs.
- * Develop and maintain IT support documentation and knowledge base.

Job Offer

- A dynamic, energetic working environment with good work/life balance
- Open culture and job rotation available to enable internal career development

応募は、以下の応募ボタンからお願いします。詳細につきましては、Yiyong Songにお問い合わせください+813 6832 8643。

Required Skills

- * Advanced knowledge of PC hardware and peripherals
 - * Advanced knowledge of desktop and server operating systems - Windows family and Apple family
 - * Advanced knowledge of common software applications such as MS Office, Outlook, antivirus, etc.
 - * Knowledge of mobile devices and services
 - * Knowledge of Active Directory administration
 - * Team-/customer-oriented attitude and working style
 - * Ability to work independently and under minimum supervision
 - * Ability to work under pressure and to meet tight deadlines
 - * Excellent analytical and problem-solving skill
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Company Description

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