



## IT Specialist / ITスペシャリスト

### 募集職種

#### 人材紹介会社

Advisory Group株式会社

#### 求人ID

1475090

#### 業種

ソフトウェア

#### 会社の種類

外資系企業

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

500万円 ~ 700万円

#### 更新日

2025年02月28日 08:01

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

流暢

#### 最終学歴

大学卒：学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### JOB RESPONSIBILITIES – IT Support for CLI

- Asset management for all IT-related devices and computers.
- Work effectively with the end user community and vendors to ensure the efficiency of the systems that are implemented to support the business.
- Define project scope, create and maintain a project plan with resource estimation, time and budget requirements, and establish deadlines.
- Negotiate and manage vendors to ensure timely delivery of their deliverables.
- Responsible for delivery of projects as defined in the project scope and within the project budget and project timeline.
- Ensuring compliance with all IT-related policies.
- Proper onboarding/offboarding of new/resigned staff for IT-related matters.

## スキル・資格

### Requirements

- Diploma/Degree in Computer Engineering/Science or Information Technology-related course
  - Experience in supporting office IT operations
  - Experience in supporting End User Technology in Windows Environment, experience in both Win10/11 and Win Server is highly preferred
  - Experience in basic network troubleshooting
  - Excellent project management, analytical, and organization skills
  - Customer-focused with excellent communication and interpersonal skills
  - Able to work independently
  - Able to converse in English
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### 会社説明