



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

2024年12月20日 10:01

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