

# systemsGo

Lab IT Administrator 👍 独占求人

**Great work-life balance, career opps!**

## 募集職種

### 採用企業名

株式会社システムズ ゴー

### 求人ID

1490917

### 部署名

Technology Support

### 業種

ITコンサルティング

### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

### 外国人の割合

外国人 半数

### 雇用形態

正社員

### 勤務地

神奈川県, 藤沢市

### 給与

550万円 ~ 経験考慮の上、応相談

### 勤務時間

Mon-Fri 9am-6pm

### 休日・休暇

Starts at 13 days/yr paid leave, increases each year until 22/yr

### 更新日

2024年09月16日 06:00

## 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 (英語使用比率: 50%程度)

### 日本語レベル

ビジネス会話レベル

### 最終学歴

専門学校卒

### 現在のビザ

日本での就労許可が必要です

## 募集要項

### Job Summary:

The IT Lab Administrator is responsible for managing and maintaining the IT lab facilities, ensuring all equipment and systems are operational, secure, and up-to-date. This role includes providing technical support to lab users, managing lab schedules, and overseeing the procurement and setup of hardware and software. The IT Lab Administrator also plays a key role in maintaining compliance with company policies and ensuring a secure and efficient working environment.

**Key Responsibilities:**

- Oversee daily operations of the IT lab, ensuring all equipment and software are functioning correctly.
- Maintain an inventory of all hardware and software in the lab, including tracking usage and wear.
- Ensure that the lab is compliant with company policies, safety standards, and industry regulations.
- Provide technical assistance to lab users, including troubleshooting hardware, software, and network issues.
- Install, configure, and maintain lab equipment, including computers, servers, networking devices, and other IT infrastructure.
- Manage and support the deployment of virtual environments for testing and development purposes.
- Collaborate with the procurement team to acquire necessary hardware and software for the lab.
- Set up and configure new equipment, ensuring it meets the lab's requirements and is integrated into the existing infrastructure.
- Implement and maintain security protocols to protect lab data and equipment.
- Maintain detailed records of lab activities, including equipment usage, maintenance schedules, and support tickets.
- Prepare reports on lab performance, utilization, and any issues that arise.

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**スキル・資格****Qualifications:**

- Education:
  - Bachelor's degree in information technology, Computer Science, or a related field. Relevant certifications (e.g., CompTIA A+, Network+, etc.) are a plus.
- Experience:
  - Proven experience in IT support or lab administration.
  - Hands-on experience with a variety of hardware, software, and networking tools.
  - Experience managing IT assets and resources in a lab environment is preferred.
- Skills:
  - Strong technical troubleshooting and problem-solving skills.
  - Excellent organizational and time-management abilities.
  - Strong understanding of IT security practices and protocols.
  - Ability to work independently as well as part of a team.
  - Strong communication skills, both written and verbal.

To apply, please contact: [Daria.Tang@systemsgo.asia](mailto:Daria.Tang@systemsgo.asia)

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**会社説明**