



## PR/157884 | IT Support Executive

## 募集職種

## 人材紹介会社

ジェイエイシーリクルートメント マレーシア

## 求人ID

1508909

## 業種

プラント

## 雇用形態

正社員

## 勤務地

マレーシア

## 給与

経験考慮の上、応相談

## 更新日

2024年12月11日 15:20

## 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

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

## DUTIES AND RESPONSIBILITIES

- Front line IT support for Software (ERP, Office365 & etc) and Hardware and Infrastructure.
- Provide server and network support to ensure smooth daily operations and business continuity.
- Provide IT support including troubleshooting all technical issues related to hardware, software, printer / photocopier, server, and network connections.
- Support and maintenance of ERP systems (Xeersoft/SAP B1/Kintone) –Inventory, Finance & Account, Information and Billing System.
- Liaising with external vendors for IT maintenance and support.
- Liaising with Head office IT Team at Japan and Singapore.
- Provide support for IT assess management, ensure information security policies and procedures are observed and enforced, including data protection, backup, and recovery.
- Manage and maintain IT relate regulatory documentation and procedures.
- Assist in all IT related projects in the corporate office and branch offices.
- Leverage knowledge of cutting-edge technologies to optimize organizational efficiency.
- Review existing IT tools/systems and internal processes, collect, and analyse data to identify areas for improvement.
- Monitor networking equipment and servers.
- Provide training in application and general IT application to user.

## OTHERS

- Carry out work responsibilities and other activities as directed from time to time including, Diva System and others when required.

---

会社説明