



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

1512289

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

2025年03月05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

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