



## PR/094644 | Senior IT Executive / Assistant IT Manager

### 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シンガポール

#### 求人ID

1514557

#### 業種

電力・ガス・水道

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月01日 09:01

### 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

#### About the Company

The client plays a crucial role in connecting suppliers of semiconductors and other electronic components with businesses across various sectors, facilitating the smooth flow of essential technology products. They are a subsidiary of global trading group.

Our client is seeking a highly motivated and experienced IT Assistant Manager/Specialist to join their dynamic team. In this critical role, you will be responsible for overseeing all aspects of IT infrastructure and support across their local and regional operations.

#### Key Responsibilities

##### Local IT Management

- Act as the primary IT point of contact for our client.

- Ensure compliance with all relevant IT regulations, including company-wide standards and internal our client's policies.
- Manage and troubleshoot IT-related issues, including network, PC, and Wi-Fi connectivity.
- Administer network and IP addresses.
- Maintain an accurate inventory of IT assets.
- Develop and maintain internal IT policies and procedures for our client.
- Manage relationships with external IT vendors and service providers.
- Collaborate closely with related company on IT requirements.
- Provide IT support for warehouse operations, including barcode printers and handheld terminals.

#### Regional IT Support

- Provide technical support to regional offices in Malaysia, Philippines, and Indonesia.
- Gain a comprehensive understanding of our client's overall network architecture.
- Communicate and collaborate effectively with HQ on IT issues.

#### **Qualifications & Experience**

- Diploma or equivalent in Information Technology or a related field.
- Minimum 5 years of experience in IT management or a similar role.
- Proven experience in managing local and regional IT infrastructure.
- Strong understanding of networking concepts (LAN/WAN, TCP/IP, etc.).
- Experience with PC hardware and software troubleshooting.
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to work independently and as part of a team.
- Willingness to travel internationally to Philippines, Malaysia, Indonesia, and India.

Working Location: Singapore, Central

Apply online or feel free to contact me directly (via email: [tingyee.lim@jac-recruitment.com](mailto:tingyee.lim@jac-recruitment.com)) for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Lim Ting Yee (R23116601)  
JAC Recruitment Pte. Ltd. (90C3026)

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会社説明