

## Job Information

Job ID:	83819
Job Title:	IT Team, Infrastructure Specialist / ITチーム インフラストラクチャー・スペシャリスト/大手米国企業
Recruiter:	Optia Partners K.K.
Division:	IT Department
Job Type:	Full-time
Location:	Tokyo - 23 Wards
Salary:	5 million yen
Date:	September 9th, 2008 09:15

## General Requirements

Employment Experience:	Over 3 years
English:	Business Level
Japanese:	Native
Education:	Bachelor's Degree
Visa Status:	Japanese national or permission to work in Japan required

## Job Description

This company has a long history in Japan with over 1200 employee ' s currently employed in the Japanese operations. Their business is large products relating to project management in Roppongi Hills, Tokyo Midtown and other development projects of this type.

The client is a large American global leader in Automotive and Power solutions which has over 140,000 people employed worldwide. A very stable company internationally with over 60 years of consecutive sales increases.

The company is currently looking to expand their I.T. operations with an addition to their infrastructure team. A great opportunity for a young energetic individual, Initially responsible for desktop support. While working with a global team able to manage the infrastructure operations. Also the opportunity to gain valuable experience in the business side of their activities.

< Routine >

### 情報インフラ整備の導入・管理

Infrastructure implementations and management

- Develop the acquisition&installation of IT infrastructure necessary to enable the achievement of business goals
- Responds to emergency infrastructure outages as requested by business and IT site leadership and ensure all reporting obligations to local management, implementation and Global infrastructure are fulfilled.

### セキュリティ対策の構築と運用

Security planning, development, implementation and management

- Maintain and evaluate the security requirement and coordinate with external service providers for system implementation.
- Implementation and manage environment for Disaster Recovery and develop Business Continuity plan.

### オフィス機器の管理・運用

Manage Nortel phone system

### グループウェア Lotus Notesの管理

Manage groupware Lotus Notes

### ユーザーサポート

Provide and manage user/ desk support

- Provide general IT support with paper service level, response and customers expectations are must including ( but not limited to ) the follows:
  - All PC hardware, Software imaging ,and related peripherals.
  - All telephone devices and systems
  - All LAN, WAN and mobile connection
- Process to achieve maximum customer satisfaction level.

< Planning and IT cost Control >

Assist(Acting) manager with:

- **システム改善の立案・実施**

Plan and implement overall systems

- **システム機器及びソフトウェアの管理、コスト削減協力**

Management of System equipment and drive for cost reduction

< Compliance >

IT監査対応、SOX遵守

IT audit and SOX compliance

- Ensure service process and documented for compliance with regulatory requirements(Sarbanes Oxley)

< Team contribution >

**アジア/グローバルプロジェクトへの参加と実施**

Participation in Asia/Global project/team activities

- Implementation of global policies and security standard in Japan organization
- Function as conduit for collection of local business requirements
- Execute IT projects and adopts corporate project methodology
- Communicates proactively business leaders about changing and manage their expectation

Communicates work completed and/or escalation to next level on unresolved issues periodically to business leaders

## Required Skills

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### Qualifications:

The ideal candidate is expected to have minimum 3+ years of IT field.

He/she should possess good command in both oral and written English.

TOEIC 800+ or equivalent. Must be able to work with Local/International IT team to carry out various projects.

### Education/Experience:

- University graduate
- Global projects implementation experience preferred.

### Computer Skills:

- Network & PC managing, monitoring and trouble shooting
- Proficiency in IT/Corporate e-mail system/ TCP/IP networking technologies with sound trouble shooting skills
- Proficiency in Active Directory/Windows Server 2000/2003 administration
- Good project management & vendor management

## Company Description

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