



[Japan Residents Only] IT Officer/ITスタッフ ◆ 外資系銀行 ◆ チャレンジしたい方歓迎

シンガポール本店コミュニケーション+インターナショナルな日本チームメンバー！

Job Information

Hiring Company

Oversea-Chinese Banking Corp. Ltd., Tokyo Branch

Job ID

1475933

Industry

Bank, Trust Bank

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 16th, 2024 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

1. Manage and resolve system, desktop and network issues by coordinating with HO IT team and/or external vendors as applicable.
2. Coordinate and implement global and ad-hoc IT projects and initiatives at Tokyo Branch.
3. Prepare annual IT budget.
4. Purchase, deploy, maintain and dispose computer equipment, printers, storage systems, network devices and telephony.
5. Maintain physical security at the computer room and ensure all safety procedures are followed.
6. Review and update IT operation manual.
7. Implement Group IT and Information Security policies at Tokyo Branch.

Further Details

Salary:

Based on experience

Job Type:

Contract/Contract to Perm

** Possibility for conversion to permanent after 1 year, upon evaluation

※When Applying Please attach your English resume

ご応募の際は英文レジュメを必ずご提出ください。

Required Skills

1. Basic level IT infrastructure/network knowledge preferred, but not mandatory*.
2. Basic knowledge of commercial banking preferred, but not mandatory.
3. Team player with good communication skills: business-level English (mandatory), business-level Japanese (mandatory).
4. Ability to maintain focus and perform duties accurately & efficiently with minimal supervision.
5. Open minded with ability to learn new tasks/concepts.
6. Proactive and self-starter.

*Day-to-day guidance and necessary training will be provided.

Company Description