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PR/157884 | IT Support Executive

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1536497

Industry
Industrial Facilities

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
April 30th, 2025 16:01

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

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.

Company Description