



PR/109321 | IT Sr. Executive

#### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1541970

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2025 13:58

#### 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

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- Respond to IT issues; hardware maintenance, software, networking, etc.
- Install and configure software and hardware
- Set up accounts and workstations
- Monitor performance and maintain systems according to requirements
- Troubleshoot issues and outages
- Upgrade systems with new releases and models
- Develop expertise to train staff on new technologies
- Ensure security through access controls, backups and firewalls
- Build an internal wiki with technical documentation, manuals and IT policies

#### Company Description