



PR/117556 | IT Chief

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549412

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 05:00

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

Job Description

1. Monitor requests for and set up organizational email accounts, and track/verify their configuration.
2. Back up data on computer systems, and track/verify the status after data backup.
3. Troubleshoot Hardware, Software, and Network issues.
4. Monitor and verify the execution of Preventive Maintenance for organizational computers.
5. Define and procure IT tools and equipment.
6. Manage IT-related contracts.
7. Update IT information when structural changes occur.
8. Track and verify information related to employment contracts across the organization.
9. Source, control, and monitor the usage of internal company telephones.
10. Develop and improve the organization's Website.
11. Perform System Analysis and create work process flowcharts.

Qualifications

- Bachelor's Degree, Major in Information Technology, Computer Science, or Computer Engineering
- Minimum 7-10 years of experience in Management and Project Leader roles.

- Proficiency in Server, Network, RPA, AS400 (special consideration if applicable).
- Proficient in Microsoft Office 365.
- Japanese Language Proficiency: N3 Level
- English Language Proficiency: TOEIC Business Level

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Company Description