



PR/086845 | Assistant MIS Manager

Job Information

Recruiter

JAC Recruitment USA

Job ID

1552544

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 11:01

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

POSITION SUMMARY

A Japanese food manufacturing company is seeking an Assistant MIS (Management Information Systems) Manager to support the MIS Manager in overseeing the development, implementation, and maintenance of IT systems. This role involves leading department staff, resolving IT issues, driving system improvements, and ensuring compliance with J-SOX and other regulatory standards.

RESPONSIBILITIES

* Vendor & Project Coordination: Communicate IT needs to external vendors (e.g., JDE consultants, network engineers), monitor their performance, and ensure alignment with management objectives.

* Team Leadership: Train, supervise, and evaluate MIS staff, clearly communicating job expectations and fostering a

productive team environment.

* System Support & Maintenance: Assist in the deployment, maintenance, and support of IT infrastructure including servers, PCs, software, and peripherals.

* Compliance & Audit Support: Support IT audits and ensure compliance with internal policies and external regulations, including J-SOX.

* Strategic IT Planning: Collaborate with the MIS Manager and senior leadership to develop strategies that enhance IT systems and improve user effectiveness.

QUALIFICATIONS

* Bachelor's Degree in information technology related field or equivalent experience

* Five years of relevant working experience in management information system

* System Analysis – Determines how a system should work and how changes in conditions, operations, and the environment will affect outcomes

* Strong communication (both verbal and written), excellent organization and interpersonal skills

* Self-starter with the ability to work independently as well as with groups

* Ability to travel as needed

* Ability to communicate in Japanese, preferred

BASE SALARY USD75,000 - 85,000 (DOE)

LOCATION Santa Fe Springs, CA

WORK STYLE 100% Onsite

#LI-JACUS #LI-US #countryUS

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Company Description