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JAC Recruitment India

PR/109521 | Sr. Executive - IT

Job Information

Recruiter
JAC Recruitment India

Job ID
1553372

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
September 23rd, 2025 11:00

General Requirements

Career Level
Mid Career

Minimum English Level
None

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Job Description:

Job Title: Sr. Executive - IT

Job Location: Gurugram

Qualifications: Bachelor's degree in IT, Computer Science or related field.
Minimum 5 years of work experience.

Job Responsibilities:

- Lead recovery, reinstallation, and reimaging of failed desktops and laptops.
- Good knowledge of active directory and domain
- Plan, design, and maintain IT Infrastructure (hardware, software, network).
- Oversee the security and integrity of IT systems and ensure protection from cyber threats.
- Provide support and maintenance for desktops, laptops, mobiles, AP's, switches, and office equipment's.
- Manage IT asset inventory and lifecycle documentation.

Company Description