



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

July 29th, 2025 10:56

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:

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.

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Company Description