



Lead Administrator

Working Globally

Job Information

Hiring Company

Intersoft K.K.

Job ID

1553456

Industry

IT Consulting

Company Type

International Company

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Fukushima Prefecture

Salary

3.5 million yen ~ 6 million yen

Refreshed

August 5th, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Do

- **Provide adequate support in architecture planning, migration & installation for new projects in own tower (platform/dbase/ middleware/ backup)**
 - Lead the structural/ architectural design of a platform/ middleware/ database/ back up etc. according to various system requirements to ensure a highly scalable and extensible solution
 - Conduct technology capacity planning by reviewing the current and future requirements
 - Utilize and leverage the new features of all underlying technologies to ensure smooth functioning of the installed databases and applications/ platforms, as applicable

- Strategize & implement disaster recovery plans and create and implement backup and recovery plans
- **Manage the day-to-day operations of the tower**
 - Manage day-to-day operations by troubleshooting any issues, conducting root cause analysis (RCA) and developing fixes to avoid similar issues.
 - Plan for and manage upgradations, migration, maintenance, backup, installation and configuration functions for own tower
 - Review the technical performance of own tower and deploy ways to improve efficiency, fine tune performance and reduce performance challenges
 - Develop shift roster for the team to ensure no disruption in the tower
 - Create and update SOPs, Data Responsibility Matrices, operations manuals, daily test plans, data architecture guidance etc.
 - Provide weekly status reports to the client leadership team, internal stakeholders on database activities w.r.t. progress, updates, status, and next steps
 - Leverage technology to develop Service Improvement Plan (SIP) through automation and other initiatives for higher efficiency and effectiveness

Team Management

- **Resourcing**
 - Forecast talent requirements as per the current and future business needs
 - Hire adequate and right resources for the team
 - Train direct reportees to make right recruitment and selection decisions
- **Talent Management**
 - Ensure 100% compliance to Wipro's standards of adequate onboarding and training for team members to enhance capability & effectiveness
 - Build an internal talent pool of HiPos and ensure their career progression within the organization
 - Promote diversity in leadership positions
- **Performance Management**
 - Set goals for direct reportees, conduct timely performance reviews and appraisals, and give constructive feedback to direct reports.
 - Ensure that organizational programs like Performance Nxt are well understood and that the team is taking the opportunities presented by such programs to their and their levels below
- **Employee Satisfaction and Engagement**
 - Lead and drive engagement initiatives for the team
 - Track team satisfaction scores and identify initiatives to build engagement within the team
 - Proactively challenge the team with larger and enriching projects/ initiatives for the organization or team
 - Exercise employee recognition and appreciation

Required Skills

Mandatory Skills: Network Data Admin .

Experience: 5-8 Years .

Company Description