



PR/095932 | Operation & Maintenance Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1560740

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 10:24

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

Company Overview

Our client is hiring for a System Operations and Maintenance Engineer position. This role offers the opportunity to work in a dynamic environment supporting internal systems and development servers for a major client from banking industry. The position also involves close coordination with the client's headquarters in Japan, making it ideal for candidates with bilingual capabilities and a passion for cross-border collaboration.

Job Description

- Ensure stable operation of internal systems and development servers.
- Coordinate with vendors for hardware and software maintenance contracts and renewals.
- Act as a liaison between the client's headquarters in Japan and the Singapore branch, sharing requests and submitting applications such as account creation and firewall settings.
- Analyze functional requirements and implement system changes in line with established guidelines.
- Respond to user queries and system issues, taking recovery actions and proposing improvements.

- Maintain accurate and up-to-date system documentation, including runbooks, inventory lists, and parameter sheets.
- Develop operation and maintenance procedure manuals for knowledge transfer and ensure documentation is current.

Qualifications

- Bachelor's degree in Information Technology, Computer Science, or equivalent.
- Experience in building Windows server systems from setup to handover.
- Proficiency in VMware (vCenter, ESXi) operations and infrastructure tools (Backup, Monitoring, Anti-Virus, Job Management).
- Familiarity with Microsoft 365 tools (Forms, SharePoint, OneDrive, Teams, Office).
- Understanding of network configuration (ACL, Firewall).
- Basic programming skills in PowerShell, Shell Script, VBS/VBA, or Python.
- Knowledge of ITIL practices.
- Proficiency in English and Japanese to aligning closely with HQ in Japan.
- Preferred: Experience with Linux/Unix servers, cloud services (AWS, Azure, GCP), databases (Oracle, SQL Server), Power Apps development, IT service management.

Apply online for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

JAC Recruitment Pte. Ltd.
EA License Number: 90C3026
EA Personnel: R23113100
Zhang Wei

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Company Description