



JAC Recruitment

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JAC Recruitment Thailand

PR/118337 | IT Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1564191

Industry

Other

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 4th, 2025 10:17

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

Role Overview:

You'll manage internal IT operations and support group companies in ASEAN. This role involves coordination with the head office in Japan and requires broad IT knowledge and strong communication skills.

Main Responsibilities:

Internal IT (50%)

- Set up and manage user accounts, devices, and basic troubleshooting.
- Maintain internal systems and support basic website updates.
- Improve work processes using digital tools and help implement new systems.
- Lead annual IT security checks.

Group Company Support (50%)

- Respond to IT questions from regional offices and escalate when needed.
- Join regular meetings and follow up on head office initiatives.
- Organize IT networking events and submit monthly reports.
- Share updates and security tips.
- Support digital transformation, online learning, and IT skill development.
- Help coordinate IT audits across regional offices.

What We're Looking For:**Must-Have:**

- Broad IT knowledge (e.g., security, networks, hardware).
- Good problem-solving and communication skills.
- Open-minded and proactive in improving processes.
- Team player with presentation skills.
- General IT understanding preferred over deep specialization.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description