



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/159746 | IT Support Specialist

Job Information

Recruiter

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Job ID

1564263

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 2nd, 2025 10:24

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

Our client is a technology solutions company, and they are seeking for candidate with the experience in supporting IT operations by managing equipment setup, help desk services, network infrastructure, administrative tasks, and cost-saving initiatives to ensure efficient and secure technology use across the organization.

Working location is in Petaling Jaya.

Job Responsibilities

- Provide operational support for equipment and software installations and configurations.
- Deliver first-level IT help desk support and coordinate issue resolution with internal teams and HQ.
- Manage and maintain network infrastructure, performance, and security in compliance with HQ policies.
- Handle administrative tasks including user account management, documentation, and asset tracking.
- Drive cost-saving initiatives through process improvements and efficient resource management.

Job Requirements

- Diploma or equivalent experience required, with at least 4–5 years in technical support.
- Able to work independently, manage tasks proactively, and resolve user issues efficiently.
- Strong technical skills in Windows environments and intermediate proficiency in MS Office.
- Capable of building professional relationships and communicating effectively across all levels.
- Experienced in handling daily IT operations and executing technology projects.
- To be considered for this role, the relevant rights to work in Malaysia are required. Candidates who require work pass need not apply.

#LI-JACMY

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Company Description