



## PR/095431 | IT Staff (Japanese speaking)

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1569015

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

January 13th, 2026 12:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Basic

**Minimum Japanese Level**

Daily Conversation

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company Overview

100% Japanese-invested company located in Ho Chi Minh City.

#### Responsibilities

- Manage company IT assets: computers, email, network, and software licenses.
- PC Management: Install, maintain inventory, and troubleshoot Windows PCs.
- License Management: Track, renew, and optimize software licenses (e.g., Microsoft 365).
- Network: Maintain LAN/Wi-Fi, ensure security, and follow Japan IT guidelines.
- Server/Cloud: Monitor file servers and cloud infrastructure (Azure), coordinate with vendors.

#### Requirements

- Bachelor's degree in IT.
- Japanese language proficiency equivalent to N3.
- 3 years of experience (preferably in IT infrastructure management).
- Strong teamwork and collaboration skills.

#LI-JACVN

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