EIRE
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IT Support Technician for PC refresh Assignment

Global company, international team

Job Information

Hiring Company
EIRE Systems K.K.

Job ID
1569475

Industry
IT Consulting

Company Type
Small/Medium Company (300 employees or less) - International Company

Job Type
Contract

Location
Tokyo - 23 Wards, Minato-ku

Salary
4 million yen ~ 5 million yen

Refreshed
January 16th, 2026 12:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Daily Conversation

Minimum Education Level
Technical/Vocational College

Visa Status
Permission to work in Japan required

Job Description

Key Responsibilities:

- PC Imaging & Network Configuration: Perform PC imaging and configure network devices to meet monthly demand targets.
- Data Wiping & Disposal: Wipe and dispose of PCs, network devices, hard disks, laptops, and mobile devices in compliance with the client's security standards. Complete data wiping within 20 days of equipment arrival.
- Data Destruction: Crush hard drives and SSDs from returned or malfunctioning devices. For specialized equipment, dismantle devices and destroy chips to ensure data cannot be recovered.
- Functional Testing: Use specialized software to perform functional tests on the client's customized keyboards to check for defects.
- Troubleshooting & Testing: Handle ad hoc troubleshooting of PC images, servers, and router configurations when issues arise.

- Warehouse Operations: Carry out various warehouse activities such as cycle counting, inventory transfers between office and warehouse locations, receiving and inspecting purchase orders, and managing equipment for e-waste disposal or resale.
- Occasional Weekend Work: Support network equipment upgrades or replacements during rare weekend shifts (once or twice a year).
- Other Technical Duties: Complete additional technical tasks as requested by EIRE and the client.

Required Skills

Knowledge / Experience Requirements:

- Technical knowledge for assembling/dis-assembling, diagnosing and repairing or re-furbishing computer hardware (including servers, network switches/routers, storage and other devices or appliances).
- Experience working in a high-volume, operations or process- and deadline-driven production job role.

Language Requirements:

- English: Verbal and written (must)
- Japanese: Verbal (preferred)

Company Description