



PR/095188 | OPERATION CENTER ADMINISTRATOR

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1572895

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

March 3rd, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

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 a leading Manufacturing company headquartered in Canada, seeking an experienced professional IT Operation Admin, working at Bien Hoa, Dong Nai.

Job Description

- Monitor systems proactively and optimize event management for real-time visibility.
- Handle incidents and problems, lead RCA, and communicate updates to stakeholders.
- Define and refine alarm thresholds to reduce false positives.
- Oversee post-change activities and minimize operational risks.
- Ensure smooth operations through SOPs, reporting, and vendor coordination.

Requirements

- 7+ years in IT support (or 3+ years as system administrator) with strong IT operations expertise.
- Skilled in managing multi-site infrastructure and networks; hands-on experience in end-user and manufacturing

- environments.
- Excellent collaboration and communication skills; able to work across all organizational levels.
 - Fluent in English for global interaction and stakeholder engagement.
 - Available for rotating shifts to support 24/7 operations.

#LI-JACVN

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Company Description