



## 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**

January 20th, 2026 10:30

### 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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