



PR/123503 | IT

#### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1572945

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

February 3rd, 2026 03:00

#### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

#### Job Description

**OVERVIEW**

Our client in construction sector is looking for IT Staff/Helpdesk to support their construction project. The main responsibility will be supporting IT operation set-up on the site, maintain IT infrastructure, and handle troubleshooting from the users.

#### JOB RESPONSIBILITIES

- Provide IT help desk support for end users, including basic troubleshooting of hardware and software issues
- Perform PC kitting activities, including devices preparation, imaging software installation, and user readiness
- Manage and support Microsoft 365 access

- Set up and configure network connectivity and printers and site locations to ensure smooth daily operations
- Assist with IT site setup activities, including coordination for new office or project site readiness
- Document IT issues, solutions, and procedures to support continuous improvement of IT support processes

#### JOB REQUIREMENT

- Min. Bachelor's degree in any major
- Candidate should have experience working with Microsoft Office 365
- Candidate who has experience in construction or site project would be a plus
- Able to speak English

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#### Company Description