



JAC Recruitment

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JAC Recruitment Indonesia

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