JAC Recruitment

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JAC Recruitment Thailand

PR/118920 | IT Assistant Manager

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1574747

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
January 27th, 2026 10:47

General Requirements

Minimum Experience Level
Over 6 years

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

Position: IT Assistant Manager

Salary Range: 40,000 – 50,000 THB (Based on experience)

Working condition: 8.00 – 17.00 (Monday – Friday and Saturdays as per the company calendar)

Location: Pluak Daeng, Rayong

Key Responsibilities
1. Infrastructure Management

- Manage and maintain the stability and performance of the company's server systems and entire network infrastructure.

2. ERP & Database Administration

- Oversee and optimize the ERP system to ensure seamless business operations.

- Manage and monitor database systems (SQL) to support data integrity and business requirements.

3. File Sharing & User Support Management

- Control and maintain the organization's file-sharing storage and data accessibility.

- Lead and manage the User Support team to provide efficient technical solutions for all employees.

4. IT Policy & Security

- Establish and implement IT security policies and control measures to mitigate technical risks and protect corporate data.

5. Strategic Planning & Budgeting

- Assist in departmental planning to ensure alignment with corporate goals, including KPIs and ISO standards.

- Prepare and manage the annual IT budget effectively.

Qualifications
- Education: Bachelor's Degree or higher in Computer Science, Computer Engineering, or a related field.

- Experience: Direct experience in ERP administration with strong proficiency in SQL Database management.

- Technical Skills: High expertise in managing Server systems, Networks, ERP, and Virtualization technologies.

- Leadership: Proven leadership abilities with excellent decision-making and problem-solving skills.

- Resilience: Ability to work effectively and manage tasks under high-pressure environments.

- Communication: Excellent coordination and interpersonal skills.

- Language: Good command of English (General communicative level).

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description