



## CR/096625 | Infrastructure Engineer, IT / Systems Administrator

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1577580

**Industry**

IT Consulting

**Job Type**

Contract

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 10th, 2026 11:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### COMPANY OVERVIEW

A well-established technology services company delivering IT solutions, infrastructure support, and outsourced operational services. It works with clients across various sectors to enhance efficiency and strengthen digital capabilities.

#### JOB RESPONSIBILITIES

- Maintain secure and compliant system configurations, especially during audits
- Implement system changes based on approved requirements and procedures
- Support daily user issues across servers, networks, PCs, and user accounts
- Manage incidents, perform root-cause analysis, and implement preventive actions
- Support and maintain IT systems and servers to ensure availability and performance

- Coordinate with vendors on hardware/software support and renewals
- Recommend operational and system improvements to the Team Lead
- Act as an operational liaison between Japan HQ and Singapore office
- Maintain system documentation (runbooks, assets, access lists, configurations)
- Develop and update operational and maintenance procedures
- Identify recurring issues and support continuous system improvement

#### JOB REQUIREMENTS

- Atleast 4 years of relevant experience
- Hands-on experience with Windows client deployment and end-user support
- Strong working knowledge of Microsoft 365
- Administration experience with Windows 10/11 and Windows Server
- Experience managing VMware virtual environments
- Exposure to automation/scripting (PowerShell or any other)
- Basic networking knowledge (TCP/IP, DNS, firewalls, VPN)
- Japanese language proficiency (written and spoken) to communicate effectively with Japan-based stakeholders

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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Company Description