



CR/096626 | IT Project Support

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1577581

Industry

IT Consulting

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 14:00

General Requirements

Minimum Experience Level

Over 1 year

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

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 accurate system procedures and project documentation
- Assist with project planning, schedules, and delivery tracking
- Monitor progress, flag risks, and support mitigation actions
- Prepare project status updates for management and stakeholders
- Support and coordinate project meetings and communications

- Partner with PMO on system upgrades and technology refresh initiatives
- Complete assigned project tasks within agreed timelines
- Support stability and operations of in-scope systems
- Coordinate and support end-to-end testing with test teams
- Ensure system configurations meet regulatory and compliance requirements
- Track vulnerabilities and ensure timely remediation
- Collaborate with internal teams and external vendors
- Provide timely updates and escalations to project leadership
- Engage with business users for testing support and issue resolution

JOB REQUIREMENTS

- Degree or diploma in IT or related field
- At least 2 years' experience in IT within banking or financial services
- At least 2 years' experience supporting project delivery
- Familiarity with MAS Technology Risk and Cyber Hygiene standards
- Basic knowledge of system infrastructure (OS and middleware)
- PMP or project certification is good to have
- Strong vendor coordination and stakeholder management skills

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)

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#countrysingapore

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Company Description