



## PR/160209 | IT associate - Top leader of Japanese company in industrial automation

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1580488

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

March 3rd, 2026 10:28

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Job Description:**

- Oversee and ensure the smooth operation of all IT functions within the company.
- Provide technical support to employees by troubleshooting and resolving hardware, network, printer, and software-related issues.
- Manage and maintain IT assets and office equipment, including laptops, mobile devices, IP phones, servers, network devices, user accounts, and system access.
- Assist in identifying and resolving IT problems, while collaborating on future IT development, improvements, and planning.
- Perform duties related to IT helpdesk and IT administration.
- Administer and manage Microsoft 365 services.

**Job Requirements:**

- Possess at least a Bachelor's Degree, Post-Graduate Diploma, or Professional Degree in Computer Engineering, Telecommunications Engineering, Computer Science, Information Technology, or any related field.
- Minimum 4–5 years of relevant working experience.
- Knowledgeable in network equipment, desktop support, and system administration.
- Strong communication and change-management skills, with the ability to collaborate effectively with various stakeholders.
- Able to work independently, perform under pressure, and accommodate flexible working hours when needed.
- Highly organized and capable of managing multiple tasks simultaneously.
- Proficient in English, Bahasa Malaysia, and Mandarin (both spoken and written) due to need to support for the specific country.

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Company Description