



## PR/096704 | Assistant IT Manager

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1581740

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

April 7th, 2026 10:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### COMPANY OVERVIEW

A long-established construction powerhouse with several centuries of heritage, the organisation is recognised for delivering many of Singapore's most iconic buildings and premium developments. Its portfolio spans high-end commercial spaces, luxury hospitality properties, and major landmark projects, reflecting a strong reputation for engineering excellence, architectural quality, and large-scale project execution.

They are looking for an experienced IT Assistant Manager to join our team. This role is responsible for managing IT infrastructure, governance, and SOP compliance across our head office and project site offices. The position reports directly to the Head of Department.

#### JOB HIGHLIGHTS

- Lead IT operations for the head office and multiple project sites

- Manage a team of 4 outsourced helpdesk staff
- Opportunity to work on large-scale infrastructure setups

## JOB RESPONSIBILITIES

### IT Infrastructure Management

- Design, implement, and maintain network systems (LAN/WAN, VPN) for the head office and project sites
- Oversee server administration, storage, and backup solutions

### Project Site Setup

- Plan and deploy full IT infrastructure for new project sites
- Coordinate with contractors and vendors to ensure timely setup

### IT Governance & Compliance

- Develop and enforce IT policies, SOPs, and security standards
- Ensure compliance with company and regulatory requirements

### Team Leadership

- Manage and mentor 4 outsourced IT helpdesk staff
- Monitor service levels and ensure timely issue resolution

### Vendor & Asset Management

- Manage IT procurement, vendor contracts, and software licensing
- Maintain accurate inventory of IT assets across all sites

### Cybersecurity & Risk Management

- Implement security measures to protect company data
- Conduct regular audits and vulnerability assessments

### Support & Maintenance

- Provide technical support for hardware, software, and network issues
- Available for critical incidents and occasional non-office hours work

## JOB REQUIREMENTS

- Minimum 5 years of experience in an IT Manager or Assistant Manager role
- Bachelor's degree in IT, Computer Science, or a related field
- Strong technical expertise in IT infrastructure (networking, servers, cloud), governance, SOP development, and cybersecurity best practices
- Experience in construction or project-based environments (preferred)
- Proven leadership and team management skills
- Familiarity with Microsoft 365, ERP systems, and project collaboration tools
- Ability to handle multiple projects and work under tight deadlines
- Willingness to work outside office hours when required

- Working Location: East SG

Jaspreet Kaur Sran (R22109724)  
JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description