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)

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Company Description