



PR/095673 | IT Manager

## Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1582533

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

April 14th, 2026 13:00

## 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 company in the information technology services industry is hiring for an IT Manager position.

### Job Description

- Oversee data backup and storage management to ensure the reliability and availability of business information.
- Manage IT security including network protection, access control, data protection, and administration of software accounts such as Microsoft 365.
- Maintain and develop IT policies that support secure and efficient system usage across the organization.
- Administer and maintain infrastructure and systems including servers, Wi-Fi networks, CCTV, telephone systems, firewalls, and VPN.

- Handle IT procurement activities and coordinate with vendors to support infrastructure and system needs.
- Provide IT helpdesk support including user onboarding and offboarding, device setup, account management, and system access configuration.
- Supervise hardware maintenance, software installation, system updates, and performance reporting for IT operations.
- Lead and coordinate IT support team members while planning and delivering IT-related projects such as system implementations and vendor collaboration.

#### Qualifications

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- At least 2 years of experience in a related role.
- Strong knowledge of IT infrastructure including servers, networks, firewalls, VPN, Wi-Fi, CCTV, and backup systems.
- Experience with IT security management, access control, and data protection.
- Familiarity with Microsoft 365 administration, IT policy development, and system management.
- Ability to manage IT projects and effectively lead an IT support team.
- Strong problem-solving, communication, and reporting skills.
- English with working proficiency.
- Japanese language ability is an advantage.

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