



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

May 26th, 2026 03:00

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.

#LI-JACVN

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

Company Description