



CR/096814 | Senior IT Officer (Infrastructure and Operations)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1583811

Industry

IT Consulting

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 30th, 2026 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client is a Singapore-incorporated subsidiary of a multinational company in the Life Sciences industry, supporting global research and development efforts through advanced scientific platforms and collaboration.

JOB RESPONSIBILITIES

- Support the operation, maintenance, and improvement of IT infrastructure and systems.
- Provide day-to-day IT operations support, including desktop and end-user support.
- Assist with technology upgrades, system enhancements, and tech refresh initiatives.
- Maintain core IT services, including network infrastructure, servers, backup systems, and end-user hardware/software.

- Manage IT hardware assets and software license inventory.
- Install, configure, and support workstations, applications, printers, phones, and peripherals, troubleshooting issues as needed.
- Execute system updates and improvements to ensure a stable and efficient IT environment.
- Assist in developing and maintaining IT policies, procedures, and standards.
- Support IT initiatives that enable operational efficiency and organizational growth.

JOB REQUIREMENTS

- Diploma or bachelor's degree in information systems, Computer Science, or a related field.
- Atleast 4 years of hands-on experience in IT infrastructure and operations.
- Relevant certifications in cybersecurity, systems administration, or basic scripting / programming are good to have.
- Proficiency in administering operating systems, servers, phone systems, wireless networks, and enterprise applications (e.g. Windows OS, Microsoft Office).
- Familiarity with enterprise backup and recovery processes and current IT technologies.
- Experience supporting video conferencing systems, mobile devices, and Linux environments is good to have.
- Basic knowledge of databases, cybersecurity, and cloud technologies is beneficial.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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Company Description