



PR/096840 | IT Executive

## Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1584289

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 31st, 2026 10:15

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**COMPANY OVERVIEW**

This Singapore-based electronics organization operates as a subsidiary of a major Japanese global manufacturer, supporting both consumer and enterprise markets through extensive product distribution and service networks. It delivers a wide range of home appliances, audiovisual products, office equipment, and professional display systems to customers across various industries.

**RESPONSIBILITIES**

- Provide end-user support by managing and addressing IT service requests, from general inquiries to technical troubleshooting and access-related issues.
- Facilitate employee onboarding and offboarding processes.
- Administer backend servers, infrastructure, and network equipment.
- Manage the company's IT inventory, including hardware, software, and licenses.
- Oversee network security across the organization.
- Handle data backup and recovery operations.
- Perform software deployment and updates.
- Plan and execute smooth rollout of updates and applications to ensure performance, cybersecurity, and minimal

- operational disruption.
- Support IT purchasing activities and maintain up-to-date IT documentation.
- Assist the IT Manager with ad-hoc IT project implementations.

**EDUCATIONAL QUALIFICATIONS & SKILLS REQUIRED**

- Bachelor's degree in Information Technology, Computer Science, or equivalent.
- Knowledge of network security, system architecture, and project management is preferred.
- Minimum 2–5 years of hands-on experience in IT administration.
- Experience managing and supporting the following OS, software, and hardware:  
**Operating Systems:** Windows Server 2008 R2 / 2012 R2 / 2016, Hyper-V, Windows 10 & 11  
**Software:** Office 2016+, Office 365, Symantec Backup Exec, Microsoft CRM, TeamViewer, BitLocker, Workflow tools  
**Hardware:** Cisco Switches, Cisco ASA, Fortigate Firewalls, PABX/IP Cameras, Video Conferencing Equipment

**CERTIFICATIONS**

- CompTIA A+ and Network+
- Cisco Certified Network Associate (CCNA)
- Microsoft Certified System Administrator (MCSA)
- VMware Certified Professional (VCP)

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Company Description