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JAC Recruitment Thailand

PR/118859 | IT Staff / IT Admin (Japanese Speaking N3+)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1598920

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 12th, 2026 09:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our partner is an international company is seeking an IT Staff to support office IT operations and infrastructure. This role will be responsible for setting up and maintaining IT systems while providing daily support to business and creative teams in a fast-paced environment.

Location: Bangkok (BTS-accessible)

Key Responsibilities

- Manage PCs, IT equipment, and software throughout their lifecycle (procurement, setup, maintenance, disposal)
- Administer Microsoft 365 accounts, licenses, permissions, and basic security settings
- Provide daily IT helpdesk and end-user support to office staff
- Set up and maintain office IT infrastructure, including network, firewall, switches, and NAS

- Monitor and troubleshoot basic network performance and stability
- Coordinate with building management, external IT vendors, and service providers
- Ensure IT operations align with global IT policies and standards

Qualifications & Requirements

- 1–4 years of experience in IT helpdesk support and end-user troubleshooting
- Strong knowledge of networking fundamentals and IT infrastructure
- Hands-on experience with PC setup, hardware support, and IT asset management
- Ability to work **independently** as well as collaborate effectively with external vendors
- **Good communication skills** with the ability to manage tasks and priorities independently
- Proactive, flexible, and adaptable to working in a newly established office environment
- Good English communication skills, both written and verbal.
- Able to communicate in Japanese language.

Additional Advantages

- Passion for gaming or prior experience in the gaming industry is a strong advantage

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Company Description