



PR/095822 | [HCMC] Operation Center Administrator

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599143

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Canada

Salary

Negotiable, based on experience

Refreshed

July 26th, 2026 17:00

General Requirements

Minimum Experience Level

Over 6 years

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

Our client is a leading Manufacturing company headquartered in Canada, seeking an experienced professional IT Operation Admin, working at HCMC office.

Job Description

- Monitor systems proactively and optimize event management for real-time visibility.
- Handle incidents and problems, lead RCA, and communicate updates to stakeholders.
- Define and refine alarm thresholds to reduce false positives.
- Oversee post-change activities and minimize operational risks.

- Ensure smooth operations through SOPs, reporting, and vendor coordination.

Requirements

- 7+ years in IT support (or 3+ years as system administrator) with strong IT operations expertise.
- Skilled in managing multi-site infrastructure and networks; hands-on experience in end-user and manufacturing environments.
- Excellent collaboration and communication skills; able to work across all organizational levels.
- Fluent in English for global interaction and stakeholder engagement.
- Available for rotating shifts to support 24/7 operations.

#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