



PR/109834 | IT Senior Executive / Assistant Manager

Job Information

Recruiter

JAC Recruitment India

Job ID

1599422

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:24

General Requirements

Minimum Experience Level

Over 6 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

Key Job Responsibilities

1. Manage and maintain IT hardware including PCs, printers, routers, and other peripherals.
2. Monitor and troubleshoot network issues (LAN, Wi-Fi, VPN) and coordinate with service providers for timely resolution.
3. Implement and ensure adherence to IT security policies as directed by HQ.
4. Provide end-user support for email setup, access management, and software troubleshooting.
5. Coordinate with external vendors for procurement, installation, and maintenance of IT equipment and services.
6. Maintain up-to-date documentation of IT assets, licenses, and configurations.
7. Support IT audits and compliance activities.
8. (Future) Support implementation and user training of WMS (Warehouse Management System), TMS (Transport Management System), and other logistics-related IT systems.

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Company Description