



PR/097060 | IT Specialist

## Job Information

### Recruiter

JAC Recruitment Singapore

### Job ID

1599626

### Industry

IT Consulting

### Job Type

Permanent Full-time

### Location

Singapore

### Salary

Negotiable, based on experience

### Refreshed

June 26th, 2026 11:49

## 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

Our client is a well-established organisation operating in a structured, technology-driven environment. The company places strong emphasis on operational excellence, robust IT infrastructure, and continuous digital improvement to support business growth. With close collaboration between regional and global teams, the organisation maintains strong governance, security standards, and best practices across its IT operations.

### Role & Responsibilities IT Infrastructure Management

- Ensure the security, availability, and reliability of IT systems through effective backup strategies, disaster recovery planning, and cybersecurity measures.
- Manage user access, permissions, and identity controls in line with internal policies and security standards.
- Administer and maintain enterprise systems such as Microsoft 365, Google Workspace, and other business-critical applications.

### Hardware Support & Troubleshooting

- Provide advanced technical support across desktops, laptops, mobile devices, printers, and peripheral equipment.

- Conduct diagnostics, maintenance, upgrades, and replacement of hardware components.
- Maintain accurate IT asset inventory and lifecycle management.
- Manage and coordinate with external vendors for hardware servicing and support.

**Systems Development & Project Management**

- Collaborate with business stakeholders to understand requirements and translate them into technical solutions.
- Manage IT initiatives and projects to ensure timely delivery within scope and budget.
- Evaluate and propose technology solutions to enhance operational efficiency.
- Support system integration efforts to ensure smooth data flow and process optimisation.

**Data Analysis & Reporting**

- Work with stakeholders to define data requirements and support data governance practices.
- Perform data analysis to identify trends, generate insights, and support decision-making.
- Develop reports using relevant tools to track performance and business metrics.

**Leadership & Stakeholder Management**

- Act as a key liaison between local users and regional/global IT teams.
- Develop and implement IT policies, procedures, and best practices.
- Deliver user training and promote technology adoption across the organisation.
- Communicate IT-related matters effectively with stakeholders at all levels.

**Requirements / Qualifications**

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field.
- Minimum 5–7 years of progressive IT experience, including at least 2 years in a supervisory or leadership capacity.
- Strong experience in IT infrastructure, system administration, and end-user support.
- Exposure to system development methodologies and project management practices.
- Experience in data analysis, reporting tools, and database management.
- Familiarity with software licensing management is advantageous.
- Strong analytical thinking and problem-solving capabilities.
- Ability to manage multiple priorities effectively in a fast-paced environment.

**What's On Offer**

- Opportunity to play a key role in shaping IT operations within a growing organisation
- Exposure to regional/global IT collaboration
- Dynamic and collaborative working environment
- Competitive compensation and benefits package

Jaspreet Kaur Sran (R22109724) JAC Recruitment Pte. Ltd. (90C3026)

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