



PR/097204 | IT Admin Assistant

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1599672

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:50

General Requirements

Minimum Experience Level

Over 1 year

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 Japanese multinational organization with a strong global presence and regional headquarters in Singapore. Operating across multiple industries, the company is known for its structured corporate environment, strong governance, and long-term stability.

JOB RESPONSIBILITIES

They are currently seeking an IT Admin Assistant to support corporate IT operations for their Singapore office and nearby associate companies.

- Provide first-line IT support to corporate users across the Singapore office and related entities
- Support and execute IT projects, including device refresh, security enhancements, infrastructure upgrades, and process improvements

- Coordinate with internal departments, regional teams, and external vendors; escalate issues to management when necessary
- Manage device lifecycle activities such as setup, replacement, and maintenance of PCs, laptops, mobile devices, printers, and servers
- Assist with IT deployments and vendor-led implementation activities
- Manage departmental IT-related accounting in SAP/Moca and assist with budget tracking
- Support potential regional IT rollouts initiated by Headquarters

JOB REQUIREMENTS

- Diploma or Degree holder in any discipline
- 1–2+ years of experience in corporate IT support, or a strong interest in pursuing a career in IT
- Basic knowledge of IT infrastructure, security, and networking concepts
- Familiarity with corporate IT tools and systems, including:
- Proficient in Microsoft Excel and Word
- Proactive learner with good communication skills and a strong user-service mindset
- Able to multitask, manage priorities, and support IT projects

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description