



【急募】Administrative Assistant / Sales Support (未経験者歓迎) Exclusive job

急募、未経験者歓迎

Job Information

Recruiter

NEXUS Corporation

Job ID

1602583

Industry

IT Consulting

Company Type

Large Company (more than 300 employees)

Job Type

Contract

Location

Hyogo Prefecture

Salary

Negotiable, based on experience

Work Hours

9:00 - 18:00

Refreshed

July 14th, 2026 19:33

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Job Description:

The Site ITOT Site Support Role is responsible for the configuration and maintenance of OT relevant computing hardware such as workstations, switches, virtual machines and displays. Systems at the Millburn RLT site include plant wide SCADA, 3rd Party Skid and standard-along control systems including freezers, air handlers, chillers and building management systems.

- Collaborate with cross-functional teams to ensure smooth integration of IT and Automation systems.
 - Participate in the development and execution of IT and Automation projects.
 - Support 24x7 site operations after start-up.
 - Schedule and perform routine maintenance and upgrades on IT hardware and software.
 - Develop and maintain documentation for OT hardware system configurations, Standard Operating Procedures (SOPs), User Requirements Specifications (URS), Functional Specifications (FS), and Design Specifications (DDS/HDS/SDS).
 - Assist in the implementation of security measures and protocols to protect IT and Automation systems.
 - Set up and configure hardware supporting OT Industrial Control Systems, including network devices, switches, servers, and workstations in a GMP pharmaceutical environment.
 - Provide technical support and troubleshooting for IT and Automation systems.
 - Coordinate with vendors and external partners to resolve technical issues or procure necessary equipment.
 - Participate in Operational Excellence and continuous improvement initiatives.
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Required Skills

- Bachelor's degree in Computer Science, Information Technology, automation, engineering or a related field.
 - Minimum of 5 years of experience in IT or Automation, in a GMP Pharma environment.
 - Strong knowledge of networking protocols, hardware, and troubleshooting.
 - Experience in project management for IT or Automation projects
 - Experience with setting up and configuring network devices, switches, servers, and workstations.
 - Familiarity with automation systems and their integration with IT infrastructure.
 - Experience of GMP including 21 CFR 11 regulations and compliance requirements.
 - Excellent problem-solving and analytical skills.
 - Strong communication and collaboration abilities.
 - Ability to work independently and handle multiple tasks simultaneously.
 - Certifications such as CCNA, MCSE, or CompTIA A+ are a plus.
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Company Description