



PR/096058 | IT Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1603093

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 4th, 2026 02:00

General Requirements

Minimum Experience Level

Over 1 year

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

JAC's client is a company in the manufacturing industry is hiring for an IT Staff position. This is an excellent opportunity for IT professionals who enjoy providing technical support, maintaining IT infrastructure, and contributing to the smooth operation of internal systems.

Job Description

- Provide technical support for computer hardware, software, email, LAN/Wi-Fi networks, and printers to ensure smooth business operations.
- Install and configure desktops, laptops, and office software following established procedures and standards.
- Manage user accounts and access permissions, including account creation, modification, and deactivation.
- Conduct regular IT asset inventory checks and maintain accurate equipment records.
- Monitor fiber optic infrastructure status and follow up with external service providers on technical issues and resolution progress.

- Support internal software and system operations, including data collection for IT reports, assessments, and audits.
- Coordinate with vendors to resolve software or system-related incidents and assist with application testing and bug reporting

Qualifications

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- 1–2 years of practical experience in IT Helpdesk or IT Support
- Experience installing and supporting Windows, Microsoft Office, email clients, and common business applications.
- Basic understanding of LAN, Wi-Fi, TCP/IP, routers, switches, and simple network diagrams.
- Knowledge of fiber optics, ODF, and patch panels is an advantage.
- Detail-oriented, reliable, able to follow established procedures, and comfortable performing onsite support tasks.
- Good communication skills in English.
- Experience in a Japanese company environment or familiarity with IT compliance processes is preferred.
- Experience supporting Microsoft 365 users is preferred.

#LI-JACVN

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