



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/160916 | Senior IT Support Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1607170

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 12:00

General Requirements

Minimum Experience Level

Over 6 years

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

A well-established property development and project management company is seeking a **Senior IT Support Executive** to oversee and manage the organization's IT infrastructure, business systems, and end-user support functions. This role is responsible for ensuring the reliability, security, and efficiency of the company's IT environment, including network administration, Microsoft 365 services, cybersecurity, cloud platforms, IT asset management, and business application support. Working closely with management, employees, and external vendors, you will provide technical leadership, drive IT improvement initiatives, manage infrastructure-related projects, and support the company's digital transformation efforts.

JOB RESPONSIBILITIES

- Manage and maintain the company's IT infrastructure, including servers, networks, firewalls, workstations, and cloud systems.
- Provide Level 1 & 2 technical support to employees and management.
- Administer Microsoft 365 services, including Outlook, Teams, SharePoint, OneDrive, and Exchange Online.

- Manage Active Directory, user accounts, access rights, and security policies.
- Implement cybersecurity measures, system updates, patch management, and endpoint protection.
- Oversee backup, disaster recovery, and business continuity processes.
- Manage IT assets, procurement activities, software licensing, and vendor relationships.
- Support business applications, including ERP, HR, and accounting systems.
- Coordinate IT infrastructure projects, system upgrades, and digital transformation initiatives.
- Conduct IT documentation, user training, and cybersecurity awareness programs.
- Monitor system performance and prepare periodic IT operational reports.
- Provide after-hours support for critical IT incidents when required.

JOB REQUIREMENTS

- Bachelor's Degree in Information Technology, Computer Science, Information Systems, or a related discipline.
- Minimum 5 years of experience in IT infrastructure, technical support, network administration, and system administration.
- Strong hands-on experience with Microsoft 365, Windows Server, Active Directory, Azure AD / Entra ID, and cloud-based environments.
- Good knowledge of networking technologies including TCP/IP, VPNs, firewalls, switches, routers, and Wi-Fi infrastructure.
- Experience in cybersecurity, endpoint protection, backup solutions, and disaster recovery planning.
- Familiarity with CCTV, access control, IP telephony, and office technology systems will be an added advantage.
- Strong analytical, troubleshooting, and problem-solving skills.
- Excellent communication, stakeholder management, and documentation skills.
- Able to work independently and manage multiple priorities in a fast-paced environment.
- Possess own transport and be willing to travel when required.

#LI-JACMY

#countrymalaysia

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

Company Description