



CR/118703 | IT Support Officer

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1607821

Industry

Other (Manufacturing)

Job Type

Contract

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 11:05

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A company is hiring for an IT Support Officer position. The organisation operates in an international environment and is seeking a motivated IT professional who is keen to develop their career within a financial services setting. The role offers broad exposure to end-user support, cloud technologies, cybersecurity, infrastructure, business applications, and IT projects.

Job Description

- Provide first-line IT support to users both remotely and in person, ensuring effective resolution of day-to-day technical issues.
- Configure, maintain, and support laptops, desktops, mobile devices, and other IT equipment.
- Support Microsoft Windows and Microsoft 365 applications, including Outlook, Teams, SharePoint, and OneDrive.
- Assist with user onboarding and offboarding activities, including account setup and equipment preparation.

- Support cloud-based administration activities involving Microsoft Intune, Entra ID, and related technologies.
- Maintain IT assets, documentation, procedures, and records while carrying out routine maintenance, checks, and updates.
- Contribute to IT projects, technology deployments, system upgrades, vendor coordination, and good IT security practices across the organisation.

Qualifications

- Degree in IT, Computer Science, or a related discipline.
- Good understanding of Microsoft Windows operating systems and PC and server hardware.
- Good understanding of networking, IT infrastructure, and cloud technologies.
- Good knowledge of Microsoft Office and Microsoft 365 applications.
- Strong problem-solving skills with excellent organisational skills and attention to detail.
- Excellent interpersonal, written, and verbal communication skills.
- Positive, professional, and approachable attitude with a strong willingness to learn and develop technically.
- Comfortable supporting users at all levels, working independently, and escalating issues when appropriate.
- Ability to work outside normal office hours when required.
- Knowledge of Microsoft certifications, networking certifications, PowerShell, or Power BI would be advantageous.

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