



JAC Recruitment

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JAC Recruitment Vietnam

PR/096293 | IT Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1616171

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:42

General Requirements

Minimum Experience Level

Over 3 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

Location

Hanoi

Company Overview

Our client is a multinational technology company operating a large-scale corporate environment and supporting advanced digital and communication infrastructure across multiple markets.

Job Responsibilities

- Oversee the daily operation, maintenance, and optimization of office IT infrastructure, including enterprise networks, server facilities, and workplace technology systems.
- Ensure smooth performance of end-user computing environments by providing technical support for hardware, operating systems, software applications, and communication tools.
- Manage and enhance office collaboration technologies, ensuring seamless support for internal meetings, executive events, and large-scale conferences.
- Coordinate the administration and upkeep of access control, visitor management, security monitoring, and printing environments.
- Lead office administration activities covering workplace facilities, travel arrangements, company vehicles, event logistics, and operational expense management.
- Collaborate with internal stakeholders and external vendors to maintain efficient and secure office operations.
- Plan and support technical requirements for company-wide events, town halls, and external conferences.
- Monitor service quality, recommend improvements, and implement best practices to enhance employee experience and operational efficiency.
- Handle additional tasks and projects as assigned by management.

Job Requirements

- Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications, or a related field.
- Practical experience in IT infrastructure administration, technical support, workplace technology management, or corporate IT operations.
- Strong knowledge of Windows operating systems, Microsoft Outlook, office applications, and desktop troubleshooting.
- Hands-on experience supporting enterprise collaboration and video conferencing platforms such as Microsoft Teams, Webex, or similar solutions.
- Familiarity with WAN and LAN environments, including routing, switching, VLAN configuration, network monitoring, and connectivity troubleshooting.
- Understanding of wireless network deployment, optimization, and administration within enterprise environments.
- Experience managing server room facilities, including power systems, cooling systems, and infrastructure planning.
- Knowledge of server hardware, virtualization environments, Windows/Linux administration, and common network services.
- Familiarity with office security technologies, including surveillance systems, access management platforms, and secure printing solutions.
- Strong communication, coordination, and problem-solving abilities.
- Business communication in English
- Professional certifications related to Microsoft, networking, or infrastructure technologies would be an advantage.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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Company Description