

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
November 3rd, 2026 13:00

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