

PR/110821 | DM- IT and Automation

Job Information

Recruiter
JAC Recruitment India

Job ID
1616175

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
October 20th, 2026 07:00

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Role Overview:
We are looking for a highly skilled Deputy Manager IT & Automation to drive digital transformation and enhance operational efficiency within our manufacturing and sales functions. This role will oversee the selection, customization, and implementation of IT solutions while ensuring optimal utilization of ERP systems and Microsoft Office applications. The ideal candidate will be proactive, tech-savvy, and capable of managing automation initiatives that streamline workflows and improve business productivity.

Key Responsibilities:

- Evaluate, recommend, and implement software solutions for manufacturing operations and sales processes.
- Provide technical support and training on Microsoft Office applications to optimize user experience.
- Customize, integrate, and maintain ERP systems such as Tally, Thomas Globe, or similar platforms.
- Develop automation tools and functional templates using Microsoft Excel, Word, and other Office applications.
- Coordinate between ERP developers and internal stakeholders during customization and implementation phases.
- Gather requirements from functional teams and configure ERP modules to ensure seamless integration.
- Manage system updates, support change management initiatives, and ensure a smooth transition for users.
- Analyze business data to generate insightful reports that aid strategic decision-making.
- Configure and test integrations between ERP systems and other software applications.

- Capture and improve user workflows to enhance software efficiency and experience.
- Implement and maintain data security measures and cybersecurity protocols.
- Provide ongoing technical support, troubleshoot issues, and roll out new features.
- Collaborate with stakeholders to gather feedback, document system improvements, and manage change requests.
- Adapt to dynamic business needs and take on additional responsibilities as required within the company.

Qualifications & Skills:

- Bachelors degree in Computer Engineering, Information Technology, or a related discipline.
- Certifications in ERP systems, Microsoft Office, or Cybersecurity are advantageous.
- Minimum 8 years of experience in software engineering, ERP support/customization, or IT systems integration.
- Hands-on expertise with ERP platforms like Tally, Thomas Globe, or similar solutions.
- Strong proficiency in Microsoft Office Suite, particularly advanced Excel functions (macros, pivot tables, formulas).
- Experience in ERP customization, database integration, and automation solutions.
- Knowledge of data analysis, reporting tools, and business intelligence practices.
- Understanding of cybersecurity standards and data protection measures.
- Prior experience in system implementation, change management, and documentation of business workflows.
- Exposure to IT solutions for manufacturing and sales functions.

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.

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Company Description