

CR/118703 | [New Graduate Welcome] Japanese Speaking IT Support Officer

Job Information

Recruiter
JAC Recruitment UK

Job ID
1616782

Industry
IT Consulting

Job Type
Contract

Location
United Kingdom

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 09:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Basic Level

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 and enthusiastic Tech-related graduate who is eager to begin their career in IT.

This is an excellent opportunity for a recent graduate to gain hands-on experience across end-user support, cloud technologies, cybersecurity, infrastructure, business applications, and IT projects while developing their technical and professional skills in a supportive environment.

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

- Recent degree in Computer Science, Information Technology, Cybersecurity, Software Engineering, Information Systems, or a related technology-focused discipline.
- Good understanding of Microsoft Windows operating systems and PC and Server hardware.
- Good understanding of networking and IT infrastructure.
- Good knowledge of Microsoft Office / Microsoft 365.
- Good understanding of cloud infrastructures.
- Strong problem-solving skills.
- Excellent interpersonal, written, and verbal communication
- Good organisational skills and attention to detail.
- Positive, professional and approachable.
- Strong willingness to learn and develop technically.

We regret that only applicants who pass the document screening process will be contacted.
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.co.uk/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.co.uk/terms-of-use

Company Description