



PR/110871 | IT executive

Job Information

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

1618492

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:15

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

Company Overview: One of the Japanese Logistics organization having one of their branches located in Delhi.

Job Overview: Looking for an individual preferably from Logistics industry or having good experience in handling various aspects of IT Infrastructure of an organization.

Job Responsibilities:

- Configure, maintain, and troubleshoot computer hardware, desktops, laptops, printers, and peripheral devices.
- Install, upgrade, and support operating systems, software applications, and security tools.
- Manage and troubleshoot LAN/WAN, Wi-Fi networks, routers, switches, and internet connectivity issues.

- Diagnose and resolve hardware, software, application, and network-related problems.
- Provide technical support to end users through phone, email, remote access, or onsite assistance.
- Perform system health checks, preventive maintenance, and regular software updates.
- Maintain IT asset inventory and documentation of incidents, solutions, and system configurations.
- Coordinate with vendors and service providers for hardware repairs and IT support requirements.
- Ensure compliance with IT security policies and data protection practices.
- Provide reporting and communication to the Japan headquarters (in English language)

Job Requirements:

- Diploma in IT, Computer Science, or a related field.
- 2–5 years of experience in IT Support, Desktop Support, or Network Support roles.
- Ability to work independently and manage multiple support requests effectively.
- Strong knowledge of Computer Hardware and Troubleshooting.
- Hands-on experience in Networking concepts (LAN, WAN, TCP/IP, Wi-Fi, Routing & Switching).
- Application Installation, Configuration, and Upgradation.
- Operating System Support (Windows preferred).
- Excellent problem-solving and analytical skills.
- Good communication and user support abilities.

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