



PR/095428 | ICT Executive

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

求人ID

1548815

業種

その他（商社）

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年07月08日 16:49

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Company Overview

A company in the ICT industry is hiring for an ICT Executive position. This role is part of the Asia Regional ICT Hub, which supports seven group companies across the Asia region. The team manages IT support, operations, and security, collaborating with headquarters and regional hubs in America and Europe. The company is dedicated to providing top-notch ICT services and consultation for its group companies.

Job Description

- Provide ICT support to users under the Asia Regional Hub, acting as the contact point for all ICT inquiries and ensuring timely and accurate customer service.
- Maintain the common platform, including Microsoft365 applications and device management (PCs, iPhones, iPads, multifunction printers).
- Manage Singapore site infrastructure, including base networks, video conferencing systems, and other office IT (entrance management, CCTV, conference facilities).
- Handle ICT procurement processes and vendor management for devices and equipment.
- Create ICT educational content and provide training to users, ensuring compliance with policies and procedures.
- Develop weekly and monthly reports on the team's productivity and establish best practices throughout the support

process.

Qualifications

- Minimum 5-8 years of experience in ICT-related positions, with at least 4 years in office automation and service desk/user support for more than 200 employees across multiple sites.
- Experience with ICT procurement processes and vendor management.
- Ability to propose appropriate ICT solutions and methodologies based on business needs.
- Knowledge of relevant ICT service management practices and frameworks.
- Experience using ServiceNow Ticketing system and hands-on experience with help desk and remote-control software.

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EA Personnel: R1985155
Rui Watanabe

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会社説明