



PR/086845 | Assistant MIS Manager

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1552544

業種

レストラン・フードサービス

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年07月22日 10:51

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

POSITION SUMMARY

A Japanese food manufacturing company is seeking an Assistant MIS (Management Information Systems) Manager to support the MIS Manager in overseeing the development, implementation, and maintenance of IT systems. This role involves leading department staff, resolving IT issues, driving system improvements, and ensuring compliance with J-SOX and other regulatory standards.

RESPONSIBILITIES

* Vendor & Project Coordination: Communicate IT needs to external vendors (e.g., JDE consultants, network engineers), monitor their performance, and ensure alignment with management objectives.

* Team Leadership: Train, supervise, and evaluate MIS staff, clearly communicating job expectations and fostering a

productive team environment.

* System Support & Maintenance: Assist in the deployment, maintenance, and support of IT infrastructure including servers, PCs, software, and peripherals.

* Compliance & Audit Support: Support IT audits and ensure compliance with internal policies and external regulations, including J-SOX.

* Strategic IT Planning: Collaborate with the MIS Manager and senior leadership to develop strategies that enhance IT systems and improve user effectiveness.

QUALIFICATIONS

* Bachelor's Degree in information technology related field or equivalent experience

* Five years of relevant working experience in management information system

* System Analysis – Determines how a system should work and how changes in conditions, operations, and the environment will affect outcomes

* Strong communication (both verbal and written), excellent organization and interpersonal skills

* Self-starter with the ability to work independently as well as with groups

* Ability to travel as needed

* Ability to communicate in Japanese, preferred

BASE SALARY USD75,000 - 85,000 (DOE)

LOCATION Santa Fe Springs, CA

WORK STYLE 100% Onsite

#LI-JACUS #LI-US #countryUS

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会社説明