



PR/118337 | IT Assistant Manager

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 タイランド

求人ID

1564191

業種

その他

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年12月02日 11:01

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Role Overview:

You'll manage internal IT operations and support group companies in ASEAN. This role involves coordination with the head office in Japan and requires broad IT knowledge and strong communication skills.

Main Responsibilities:

Internal IT (50%)

- Set up and manage user accounts, devices, and basic troubleshooting.
- Maintain internal systems and support basic website updates.
- Improve work processes using digital tools and help implement new systems.
- Lead annual IT security checks.

Group Company Support (50%)

- Respond to IT questions from regional offices and escalate when needed.
- Join regular meetings and follow up on head office initiatives.
- Organize IT networking events and submit monthly reports.
- Share updates and security tips.
- Support digital transformation, online learning, and IT skill development.
- Help coordinate IT audits across regional offices.

What We're Looking For:

Must-Have:

- Broad IT knowledge (e.g., security, networks, hardware).
- Good problem-solving and communication skills.
- Open-minded and proactive in improving processes.
- Team player with presentation skills.
- General IT understanding preferred over deep specialization.

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会社説明