



## PR/109834 | IT Senior Executive / 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インド

#### 求人ID

1567471

#### 業種

物流・倉庫

#### 雇用形態

正社員

#### 勤務地

インド

#### 給与

経験考慮の上、応相談

#### 更新日

2026年01月13日 08:01

### 応募必要条件

#### 職務経験

6年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 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

#### Key Job Responsibilities

1. Manage and maintain IT hardware including PCs, printers, routers, and other peripherals.
2. Monitor and troubleshoot network issues (LAN, Wi-Fi, VPN) and coordinate with service providers for timely resolution.
3. Implement and ensure adherence to IT security policies as directed by HQ.
4. Provide end-user support for email setup, access management, and software troubleshooting.
5. Coordinate with external vendors for procurement, installation, and maintenance of IT equipment and services.
6. Maintain up-to-date documentation of IT assets, licenses, and configurations.
7. Support IT audits and compliance activities.
8. (Future) Support implementation and user training of WMS (Warehouse Management System), TMS (Transport Management System), and other logistics-related IT systems.

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