



PR/095893 | Internal IT support (Japanese speaking )

#### 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

1570813

##### 業種

物流・倉庫

##### 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

2026年02月24日 14:00

#### 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

#### COMPANY OVERVIEW

Our client a Japanese shipping company is seeking a bilingual (Japanese-English) IT Support Specialist to provide technical assistance to internal users across the organization.

#### JOB RESPONSIBILITIES

- Provide first-level technical support to internal employees via phone, email, chat, or in person.
- Troubleshoot hardware, software, network, and system issues on Windows and Mac platforms.
- Support office IT infrastructure including printers, conferencing systems, and network connectivity.
- Manage user accounts, permissions, and access rights in Active Directory and other systems.
- Install, configure, and maintain company-approved software and hardware.
- Document issues and resolutions in the ticketing system (e.g., ServiceNow, Jira).
- Liaise with global IT teams to escalate and resolve complex issues.
- Assist in onboarding/offboarding processes including device setup and account provisioning.

## JOB REQUIREMENTS

- Proficiency in Japanese (JLPT N2 and above) for aliasing with Japanese speaking end-users.
- 1+ years of experience in IT support or helpdesk roles.
- Strong knowledge of Windows, macOS, Microsoft Office, and common enterprise applications. Familiarity with Active Directory, Office 365, VPNs, and remote desktop tools.
- Excellent problem-solving and communication skills.
- Ability to work independently and manage multiple tasks.

## LOCATION

Location: Singapore , city centre.

Apply online for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

JAC Recruitment Pte. Ltd.  
EA License Number: 90C3026  
EA Personnel: R23113100  
Zhang Wei

#LI-JACSG

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会社説明