



PR/096704 | Assistant IT 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 シンガポール

求人ID

1581740

業種

ITコンサルティング

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03月24日 09:01

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

ネイティブ

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

A long-established construction powerhouse with several centuries of heritage, the organisation is recognised for delivering many of Singapore's most iconic buildings and premium developments. Its portfolio spans high-end commercial spaces, luxury hospitality properties, and major landmark projects, reflecting a strong reputation for engineering excellence, architectural quality, and large-scale project execution.

They are looking for an experienced IT Assistant Manager to join our team. This role is responsible for managing IT infrastructure, governance, and SOP compliance across our head office and project site offices. The position reports directly to the Head of Department.

JOB HIGHLIGHTS

- Lead IT operations for the head office and multiple project sites

- Manage a team of 4 outsourced helpdesk staff
- Opportunity to work on large-scale infrastructure setups

JOB RESPONSIBILITIES

IT Infrastructure Management

- Design, implement, and maintain network systems (LAN/WAN, VPN) for the head office and project sites
- Oversee server administration, storage, and backup solutions

Project Site Setup

- Plan and deploy full IT infrastructure for new project sites
- Coordinate with contractors and vendors to ensure timely setup

IT Governance & Compliance

- Develop and enforce IT policies, SOPs, and security standards
- Ensure compliance with company and regulatory requirements

Team Leadership

- Manage and mentor 4 outsourced IT helpdesk staff
- Monitor service levels and ensure timely issue resolution

Vendor & Asset Management

- Manage IT procurement, vendor contracts, and software licensing
- Maintain accurate inventory of IT assets across all sites

Cybersecurity & Risk Management

- Implement security measures to protect company data
- Conduct regular audits and vulnerability assessments

Support & Maintenance

- Provide technical support for hardware, software, and network issues
- Available for critical incidents and occasional non-office hours work

JOB REQUIREMENTS

- Minimum 5 years of experience in an IT Manager or Assistant Manager role
- Bachelor's degree in IT, Computer Science, or a related field
- Strong technical expertise in IT infrastructure (networking, servers, cloud), governance, SOP development, and cybersecurity best practices
- Experience in construction or project-based environments (preferred)
- Proven leadership and team management skills
- Familiarity with Microsoft 365, ERP systems, and project collaboration tools
- Ability to handle multiple projects and work under tight deadlines
- Willingness to work outside office hours when required

- Working Location: East SG

Jaspreet Kaur Sran (R22109724)
JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明