



## CR/096814 | Senior IT Officer (Infrastructure and Operations)

### 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

1583811

#### 業種

ITコンサルティング

#### 雇用形態

契約

#### 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06月02日 07:00

### 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

日常会話レベル

#### 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 is a Singapore-incorporated subsidiary of a multinational company in the Life Sciences industry, supporting global research and development efforts through advanced scientific platforms and collaboration.

#### JOB RESPONSIBILITIES

- Support the operation, maintenance, and improvement of IT infrastructure and systems.
- Provide day-to-day IT operations support, including desktop and end-user support.
- Assist with technology upgrades, system enhancements, and tech refresh initiatives.
- Maintain core IT services, including network infrastructure, servers, backup systems, and end-user hardware/software.

- Manage IT hardware assets and software license inventory.
- Install, configure, and support workstations, applications, printers, phones, and peripherals, troubleshooting issues as needed.
- Execute system updates and improvements to ensure a stable and efficient IT environment.
- Assist in developing and maintaining IT policies, procedures, and standards.
- Support IT initiatives that enable operational efficiency and organizational growth.

#### JOB REQUIREMENTS

- Diploma or bachelor's degree in information systems, Computer Science, or a related field.
- At least 4 years of hands-on experience in IT infrastructure and operations.
- Relevant certifications in cybersecurity, systems administration, or basic scripting / programming are good to have.
- Proficiency in administering operating systems, servers, phone systems, wireless networks, and enterprise applications (e.g. Windows OS, Microsoft Office).
- Familiarity with enterprise backup and recovery processes and current IT technologies.
- Experience supporting video conferencing systems, mobile devices, and Linux environments is good to have.
- Basic knowledge of databases, cybersecurity, and cloud technologies is beneficial.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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会社説明