



PR/095693 | Service Co-Ordinator

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1583885

業種

ITコンサルティング

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2026年04月21日 13:00

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

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

OVERVIEW

Location: Hanoi

The company is an Australian IT service provider with offices in Vietnam.

JOB RESPONSIBILITIES

- Coordinate daily service desk activities to ensure smooth ticket flow, clear ownership of tasks, and timely resolution of support requests.
- Lead internal service handovers by identifying priorities, risks, and outstanding issues, and documenting updates for internal teams.
- Manage ticket triage processes by gathering missing information, routing requests appropriately, and maintaining accurate ticket records.
- Coordinate with vendors, service providers, and internal teams to track progress on incidents and ensure issues are resolved within expected timelines.

- Monitor and manage high-priority incidents, ensuring the appropriate technical teams are engaged quickly and that updates are properly documented.
- Prepare internal service summaries and operational updates for account managers to maintain awareness of ongoing client issues.
- Guide and support engineers by providing direction on ticket prioritization, workflow discipline, and documentation quality.

JOB REQUIREMENTS AND PREFERRED QUALITIES

- Minimum 4 years of experience in IT support or service coordination, preferably within a managed service provider (MSP) or similar support environment.
- Fluency in English
- Demonstrated experience managing ticket triage, prioritization, and workflow coordination across multiple support requests simultaneously.
- Solid understanding of IT service management principles, including incident, request, change, and problem management processes.
- Familiarity with PSA or service desk tools (experience with Autotask or similar platforms is highly advantageous).
- Technical support knowledge sufficient to understand support issues and guide engineers on required information for troubleshooting or escalation.
- Strong organizational and time-management skills with the ability to handle multiple tasks and maintain service priorities.
- Excellent written communication skills for preparing clear internal summaries, incident updates, and documentation.
- Experience working with vendors and external service providers
- Formal IT credentials (Cert IV, Diploma, Degree) and industry certifications are advantageous.

BENEFITS

- Competitive salary with bonuses and allowances
- 12 annual leaves per year
- Premium social insurance
- Opportunities for professional development and training
- Potential for career growth within a global organization

Due to the volume of applications, only shortlisted candidates will be contacted. Thank you for your interest.
#LI-JACVN

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会社説明