



PR/118859 | IT Staff / IT Admin (Japanese Speaking N3+)

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タイランド

求人ID

1598920

業種

アミューズメント・エンターテインメント

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2026年06月26日 10:47

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

基礎会話レベル

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

Our partner is an international company is seeking an IT Staff to support office IT operations and infrastructure. This role will be responsible for setting up and maintaining IT systems while providing daily support to business and creative teams in a fast-paced environment.

Location: Bangkok (BTS-accessible)

Key Responsibilities

- Manage PCs, IT equipment, and software throughout their lifecycle (procurement, setup, maintenance, disposal)
- Administer Microsoft 365 accounts, licenses, permissions, and basic security settings
- Provide daily IT helpdesk and end-user support to office staff
- Set up and maintain office IT infrastructure, including network, firewall, switches, and NAS

- Monitor and troubleshoot basic network performance and stability
- Coordinate with building management, external IT vendors, and service providers
- Ensure IT operations align with global IT policies and standards

Qualifications & Requirements

- 1–4 years of experience in IT helpdesk support and end-user troubleshooting
- Strong knowledge of networking fundamentals and IT infrastructure
- Hands-on experience with PC setup, hardware support, and IT asset management
- Ability to work **independently** as well as collaborate effectively with external vendors
- **Good communication skills** with the ability to manage tasks and priorities independently
- Proactive, flexible, and adaptable to working in a newly established office environment
- Good English communication skills, both written and verbal.
- Able to communicate in Japanese language.

Additional Advantages

- Passion for gaming or prior experience in the gaming industry is a strong advantage

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会社説明