



PR/109834 | IT Senior Executive / Assistant 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インド

求人ID

1599422

業種

物流・倉庫

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年07月10日 22:00

応募必要条件

職務経験

6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

Key Job Responsibilities

1. Manage and maintain IT hardware including PCs, printers, routers, and other peripherals.
2. Monitor and troubleshoot network issues (LAN, Wi-Fi, VPN) and coordinate with service providers for timely resolution.
3. Implement and ensure adherence to IT security policies as directed by HQ.
4. Provide end-user support for email setup, access management, and software troubleshooting.
5. Coordinate with external vendors for procurement, installation, and maintenance of IT equipment and services.
6. Maintain up-to-date documentation of IT assets, licenses, and configurations.
7. Support IT audits and compliance activities.
8. (Future) Support implementation and user training of WMS (Warehouse Management System), TMS (Transport Management System), and other logistics-related IT systems.

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