



PR/097204 | IT Admin Assistant

#### 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

1599672

業種

その他（商社）

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06月26日 11:50

#### 応募必要条件

職務経験

1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

##### COMPANY OVERVIEW

Our client is a well-established Japanese multinational organization with a strong global presence and regional headquarters in Singapore. Operating across multiple industries, the company is known for its structured corporate environment, strong governance, and long-term stability.

##### JOB RESPONSIBILITIES

They are currently seeking an IT Admin Assistant to support corporate IT operations for their Singapore office and nearby associate companies.

- Provide first-line IT support to corporate users across the Singapore office and related entities
- Support and execute IT projects, including device refresh, security enhancements, infrastructure upgrades, and process improvements

- Coordinate with internal departments, regional teams, and external vendors; escalate issues to management when necessary
- Manage device lifecycle activities such as setup, replacement, and maintenance of PCs, laptops, mobile devices, printers, and servers
- Assist with IT deployments and vendor-led implementation activities
- Manage departmental IT-related accounting in SAP/Moca and assist with budget tracking
- Support potential regional IT rollouts initiated by Headquarters

#### JOB REQUIREMENTS

- Diploma or Degree holder in any discipline
- 1–2+ years of experience in corporate IT support, or a strong interest in pursuing a career in IT
- Basic knowledge of IT infrastructure, security, and networking concepts
- Familiarity with corporate IT tools and systems, including:
- Proficient in Microsoft Excel and Word
- Proactive learner with good communication skills and a strong user-service mindset
- Able to multitask, manage priorities, and support IT projects

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明