



PR/096058 | IT Staff

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1603093

業種

銀行・信託銀行・信用金庫

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08月04日 02:00

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

ビジネス会話レベル

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

JAC's client is a company in the manufacturing industry is hiring for an IT Staff position. This is an excellent opportunity for IT professionals who enjoy providing technical support, maintaining IT infrastructure, and contributing to the smooth operation of internal systems.

Job Description

- Provide technical support for computer hardware, software, email, LAN/Wi-Fi networks, and printers to ensure smooth business operations.
- Install and configure desktops, laptops, and office software following established procedures and standards.
- Manage user accounts and access permissions, including account creation, modification, and deactivation.
- Conduct regular IT asset inventory checks and maintain accurate equipment records.
- Monitor fiber optic infrastructure status and follow up with external service providers on technical issues and resolution progress.

- Support internal software and system operations, including data collection for IT reports, assessments, and audits.
- Coordinate with vendors to resolve software or system-related incidents and assist with application testing and bug reporting

Qualifications

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- 1–2 years of practical experience in IT Helpdesk or IT Support
- Experience installing and supporting Windows, Microsoft Office, email clients, and common business applications.
- Basic understanding of LAN, Wi-Fi, TCP/IP, routers, switches, and simple network diagrams.
- Knowledge of fiber optics, ODF, and patch panels is an advantage.
- Detail-oriented, reliable, able to follow established procedures, and comfortable performing onsite support tasks.
- Good communication skills in English.
- Experience in a Japanese company environment or familiarity with IT compliance processes is preferred.
- Experience supporting Microsoft 365 users is preferred.

#LI-JACVN

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明