



マレーシアの求人なら
JAC Recruitment Malaysia

PR/160916 | Senior IT Support Executive

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マレーシア

求人ID

1607170

業種

土木

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2026年08月11日 10:28

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

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

A well-established property development and project management company is seeking a **Senior IT Support Executive** to oversee and manage the organization's IT infrastructure, business systems, and end-user support functions. This role is responsible for ensuring the reliability, security, and efficiency of the company's IT environment, including network administration, Microsoft 365 services, cybersecurity, cloud platforms, IT asset management, and business application support. Working closely with management, employees, and external vendors, you will provide technical leadership, drive IT improvement initiatives, manage infrastructure-related projects, and support the company's digital transformation efforts.

JOB RESPONSIBILITIES

- Manage and maintain the company's IT infrastructure, including servers, networks, firewalls, workstations, and cloud systems.
- Provide Level 1 & 2 technical support to employees and management.
- Administer Microsoft 365 services, including Outlook, Teams, SharePoint, OneDrive, and Exchange Online.

- Manage Active Directory, user accounts, access rights, and security policies.
- Implement cybersecurity measures, system updates, patch management, and endpoint protection.
- Oversee backup, disaster recovery, and business continuity processes.
- Manage IT assets, procurement activities, software licensing, and vendor relationships.
- Support business applications, including ERP, HR, and accounting systems.
- Coordinate IT infrastructure projects, system upgrades, and digital transformation initiatives.
- Conduct IT documentation, user training, and cybersecurity awareness programs.
- Monitor system performance and prepare periodic IT operational reports.
- Provide after-hours support for critical IT incidents when required.

JOB REQUIREMENTS

- Bachelor's Degree in Information Technology, Computer Science, Information Systems, or a related discipline.
- Minimum 5 years of experience in IT infrastructure, technical support, network administration, and system administration.
- Strong hands-on experience with Microsoft 365, Windows Server, Active Directory, Azure AD / Entra ID, and cloud-based environments.
- Good knowledge of networking technologies including TCP/IP, VPNs, firewalls, switches, routers, and Wi-Fi infrastructure.
- Experience in cybersecurity, endpoint protection, backup solutions, and disaster recovery planning.
- Familiarity with CCTV, access control, IP telephony, and office technology systems will be an added advantage.
- Strong analytical, troubleshooting, and problem-solving skills.
- Excellent communication, stakeholder management, and documentation skills.
- Able to work independently and manage multiple priorities in a fast-paced environment.
- Possess own transport and be willing to travel when required.

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#countrymalaysia

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会社説明