

CR/118703 | [New Graduate Welcome] Japanese Speaking IT Support Officer

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 イギリス

求人ID
1616782

業種
ITコンサルティング

雇用形態
契約

勤務地
イギリス

給与
経験考慮の上、応相談

更新日
2026年10月27日 11:00

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
流暢レベル

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

Company Overview
A company is hiring for an IT Support Officer position. The organisation operates in an international environment and is seeking a motivated and enthusiastic Tech-related graduate who is eager to begin their career in IT.

This is an excellent opportunity for a recent graduate to gain hands-on experience across end-user support, cloud technologies, cybersecurity, infrastructure, business applications, and IT projects while developing their technical and professional skills in a supportive environment.

Job Description

- Provide first-line IT support to users both remotely and in person, ensuring effective resolution of day-to-day technical issues.
- Configure, maintain, and support laptops, desktops, mobile devices, and other IT equipment.

- Support Microsoft Windows and Microsoft 365 applications, including Outlook, Teams, SharePoint, and OneDrive.
- Assist with user onboarding and offboarding activities, including account setup and equipment preparation.
- Support cloud-based administration activities involving Microsoft Intune, Entra ID, and related technologies.
- Maintain IT assets, documentation, procedures, and records while carrying out routine maintenance, checks, and updates.
- Contribute to IT projects, technology deployments, system upgrades, vendor coordination, and good IT security practices across the organisation.

Qualifications

- Recent degree in Computer Science, Information Technology, Cybersecurity, Software Engineering, Information Systems, or a related technology-focused discipline.
- Good understanding of Microsoft Windows operating systems and PC and Server hardware.
- Good understanding of networking and IT infrastructure.
- Good knowledge of Microsoft Office / Microsoft 365.
- Good understanding of cloud infrastructures.
- Strong problem-solving skills.
- Excellent interpersonal, written, and verbal communication
- Good organisational skills and attention to detail.
- Positive, professional and approachable.
- Strong willingness to learn and develop technically.

We regret that only applicants who pass the document screening process will be contacted.
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