

PR/110945 | IT 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 インド

求人ID
1623407

業種
その他（メーカー）

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11月17日 10:30

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

Job Summary

We are seeking an **IT Engineer** to independently manage day-to-day IT operations at our India office, ensuring secure and uninterrupted IT services. The role will act as the primary liaison between local users, external IT vendors, and the IT Department in Japan, handling routine support activities and escalating complex issues when required.

Key Responsibilities

- Deploy, configure, and support **Windows 11 PCs**, Microsoft 365 applications, printers, and end-user devices.
- Provide first-level support for PC, Microsoft 365, LAN, Wi-Fi, and printer-related issues.
- Administer **Microsoft 365**, including user account management, license assignment, password resets, and mailbox/group administration.

- Perform basic network and **FortiGate firewall** monitoring, troubleshooting, and approved configuration changes.
- Diagnose network issues using tools such as **ipconfig, ping, tracert, and nslookup** and coordinate escalations when required.
- Monitor patching, antivirus status, and compliance with IT security policies.
- Maintain IT asset inventories, licenses, user accounts, and technical documentation.
- Coordinate with external IT vendors and support local IT infrastructure projects.
- Provide regular updates and reports to local management and the IT team in Japan.

Required Skills & Qualifications

Technical Skills

- Experience with Windows 11 setup, configuration, and troubleshooting.
- Hands-on experience with Microsoft 365 administration.
- Basic knowledge of TCP/IP, DNS, DHCP, LAN/Wi-Fi networking.
- Exposure to firewall administration, preferably FortiGate.

Behavioral Skills

- Strong communication and stakeholder management skills.
- Proactive approach to reporting, escalation, and issue resolution.
- Comfortable collaborating with Japanese colleagues and global teams.
- High level of integrity, compliance awareness, and attention to detail.

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会社説明