

## Job Detail

Staff Level

Position Title	[Tokyo] Help Desk TSE Prime & Welfare Benefits
Recruiter Company	WORKPORT, inc.
Company Name	Company name is private
Activated / Updated	2024-05-01 / 2024-05-01
Job Type	IT (Other) - IT Help Desk
Industry	
Location	Asia Japan Tokyo
Job Description	<p>[Job summary]</p> <p>This is the "internal information system department" of our group. This department is responsible for all software and hardware related to internal IT. In addition to providing tools such as "Google, Slack, GitHub" used by all group companies, System operation and maintenance in corporate fields such as accounting and human resources, We are also implementing business improvements. In addition, we also provide in-house system infrastructure operations, bulk management of PCs/monitors, Performs help desk operations.</p> <p>"Using IT to deliver essential value to business and management"</p> <p>Our mission is to develop and plan overall IT strategies for the entire company. Responsible for system construction, operation, and user support.</p> <p>[Job details]</p> <ul style="list-style-type: none"><li>- Setup of PCs used by employees (approximately 5,000 in operation)</li><li>• Coordination with related internal departments such as application department and human resources</li><li>• Coordination with PC manufacturers and leasing companies</li><li>• Life cycle management (procurement to disposal)</li><li>• KPI management</li></ul> <p>*Assumed to be operated as a leader in a team of about 3 people.</p>
Company Info	No smoking indoors
Working Hours	Flextime system (no core time)
Qualifications	<p>[Required]</p> <ul style="list-style-type: none"><li>• PC kitting experience (scale of over 500 units)</li><li>• Experience in business automation and improvement</li><li>• Knowledge of Windows or MacOS</li></ul> <p>[Optional]</p> <ul style="list-style-type: none"><li>• Intune or Jamf construction, operation management experience</li><li>• Kintone app creation and operation experience</li><li>• PM or leader experience</li></ul>
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 4000K - JPY 6500K
Salary Description	Company-wide management meeting, President's Award, English learning support system, English Communication Test, study session support system, club activity support system, Global Night, childcare leave, baby care leave, childcare leave return to work support allowance, family care leave, family care leave, accumulated leave System, career selection system, remote work system available
Holiday Description	Saturdays, Sundays, national holidays, year-end and New Year holidays, congratulatory and condolence leave, menstrual leave, childcare leave, paid leave (maximum 12 days in the first year, 15 to 20 days in the second year and

	thereafter), etc.
Job Contract Period	full-time employee