

## Job Detail

Staff Level

Position Title	Bilingual IT Support (1+ year of IT experience only OK)
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-11 / 2024-05-11
Job Type	IT (Other) - IT Help Desk IT (Hardware/Network) - Server and Machine Operation and Maintenance IT (Other) - In-house System Operator
Industry	Finance - Other
Location	Asia Japan Tokyo
Job Description	<p>As an IT support, you will work with a small team of IT engineers and will ensure smooth support of day to day technical operations of trading floor which will be the core component of your role, with desktop support, Windows OS, and End-User Application support. You will work closely with offshore Infra team, so if you are passionate for learning more about server and network technology they can also offer careers abroad in order to develop those skills.</p> <p>Description</p> <p>Job Description:</p> <p>The successful candidate will be responsible for</p> <ul style="list-style-type: none"> <li>-Handling technology issues across a broad spectrum of hardware and software platforms</li> <li>- Ensuring compliance with Company &amp; Regulatory requirements.</li> <li>-Communication with Hong Kong Infra team</li> <li>-Other: desk move, new hardware or software purchase/deployment, telephony systems support.</li> <li>-Ensuring smooth support of day-to-day technical operations of the trading floor will be a core component of your role, with desktop support, Windows OS, and End-User Application support on a dealing floor as the key requirements, and telecommunication optional.</li> </ul> <p>Profile</p> <p>MUST:</p> <ul style="list-style-type: none"> <li>-Good written and verbal skills in Japanese and English (Business and above)</li> <li>-IT related bachelors degree or 1+ year experience in IT (IT Support, Helpdesk or any other IT related position)</li> <li>-Strong interest in learning about IT support practices and learning basic Network and Server skills</li> </ul> <p>*Salary based on experience and skills.</p> <p>WANT (NOT A MUST):</p> <ul style="list-style-type: none"> <li>-Proactive and a team player.</li> <li>-Interest in improving IT support skills</li> </ul>

	<ul style="list-style-type: none"> <li>-Excellent team working and communication skills</li> <li>* Troubleshoot PC-related issues over the phone, onsite, and using administration tools.</li> <li>* Inventory Management</li> <li>* Mobile Device Support (smart phones, tablet, etc.)</li> <li>* Hardware support (Dell, HP, Lenovo, etc.)</li> <li>* Incident ticket management</li> <li>* Printing environment maintenance</li> <li>* Client software packaging/installing</li> <li>* Hardware kitting, PC setup (image cloning)</li> </ul> <p>Job Offer</p> <ul style="list-style-type: none"> <li>-Autonomy in the role</li> <li>-Exposure to an expanding company in Japan</li> <li>-Little overtime and No shifts</li> <li>-Salary revision every year</li> </ul> <p>CAREER PATH:</p> <ul style="list-style-type: none"> <li>-Team Leader</li> <li>-Server engineer (in HK office)</li> <li>-Network engineer (in HK office)</li> </ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Samantha Galeana on +813 6832 8971.</p>
Company Info	<p>The Company is mainly engaged in comprehensive financial intermediary business such as foreign exchange, foreign currency funds, interest rate swaps, various derivative transactions, other securities, commodity transactions, etc on a global scale.</p> <p>They provide global financial services in financial markets in 28 countries around the world, including in big cities like New York and London.</p> <p>They dynamically develop business with financial institutions such as banks and securities companies as our main business partners. They also provide real-time information to major information vendors.</p> <p>They are looking for a person who can continue to support the enhancement of their core financial intermediary business and strive to provide accurate, prompt, and fulfilling services.</p>
Qualifications	<p><b>MUST:</b></p> <ul style="list-style-type: none"> <li>-Good written and verbal skills in Japanese and English (Business and above)</li> <li>-IT related bachelors degree or 1+ year experience in IT (IT Support, Helpdesk or any other IT related position)</li> <li>-Strong interest in learning about IT support practices and learning basic Network and Server skills</li> <li>*Salary based on experience and skills.</li> </ul> <p><b>WANT (NOT A MUST):</b></p> <ul style="list-style-type: none"> <li>-Proactive and a team player.</li> <li>-Interest in improving IT support skills</li> <li>-Excellent team working and communication skills</li> <li>* Troubleshoot PC-related issues over the phone, onsite, and using administration tools.</li> <li>* Inventory Management</li> <li>* Mobile Device Support (smart phones, tablet, etc.)</li> <li>* Hardware support (Dell, HP, Lenovo, etc.)</li> <li>* Incident ticket management</li> <li>* Printing environment maintenance</li> <li>* Client software packaging/installing</li> <li>* Hardware kitting, PC setup (image cloning)</li> </ul>

English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 5000K - JPY 7000K

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