JOB CODE: GSJ-O-211117-082
Deutsche Schule Tokyo Yokohama / 東京横浜独逸学園 IT Coordinator

1904年に横浜で設立され、東アジア地域で一番歴史の古い在外ドイツ学校である東京横浜独逸学園が、ITコーディネーターを募集中です。

The Deutsche Schule Tokyo Yokohama (DSTY) is seeking applicants for the position of IT Coordinator. The successful candidate will be responsible to provide adequate and efficient IT services to all faculty members and administration staff of DSTY. He/she will manage all IT infrastructure and network systems structure at DSTY and is supported by the IT systems engineer.

REQUIREMENTS:

・Resident in Japan (school supports work visa application if necessary)

・University or technical qualification in a field or fields related to the skills and tasks.

・Five or more years working in a technical position as described in the skills and tasks.

SKILLS REQUIRED:

・Planning and controlling of IT budget

・Good communication skills

・Strong troubleshooting skills

・Strong time management and prioritization skills

・User help with Windows, Mac OS X, iOS and related software

・Spoken English to near native level

・Strong and proven IT skills

・Ability to discover and document staff workflows

・Documenting infrastructure systems and processes

ADDITIONAL SKILLS DESIRED:

・Good knowledge of German and/or spoken Japanese

・Migration experience moving from on-premise to cloud-based infrastructure

・Centralised software deployment and maintenance

・Ability to lead Data Privacy and Compliance initiatives

・Demonstrated experience in Edtech integration with curriculum

・FileMaker Database Experience

・HTML/PHP/Javascript/Drupal/CSS skills

・Windows/Windows Server administration

・Linux (Ubuntu) server administration skills

BENEFITS:
・Interesting and international work environment with modern facilities
・Working with a dedicated and open-minded Administration team
・Adequate remuneration

TASKS:
・Help Desk Support
・New user onboarding and training
・Training staff on new technology workflows
・Software / systems research
・Switch, VLAN, Wireless LAN maintenance
・PC maintenance / repair (Windows, Mac, iPad)
・Printer maintenance / repair
・LAN Cable patching and maintenance
・Web server maintenance / programming
・Server maintenance / repair (Windows, Linux, Mac)

Job No: GSJ-O-211117-082
Employment type: Full-time
Position: IT Coordinator
Location: Yokohama
Remuneration: JPY 6 - 9 m

APPLY HERE

G&S JAPAN KK
The Plaza F Bldg, 801
5-35-15 Narita-Higashi
Suginami-ku, Tokyo 166-0015
Japan

T: +81 (0)3 6323 6975
E: info@gs-japan.jp