



IT Administrator JD

Our Team

Mighty Jaxx is a unique future culture company that creates quality products across multiple categories such as art collectibles and lifestyle items, bridging the physical & digital world by powering it with technology. Since our inception in 2012, we have produced over 1,000 designs in collaboration with world-renowned artists and global entertainment brands like Hasbro, Sesame Workshop, Toei Animation and Warner Bros, delivering 5 million units of tech enabled collectibles to collectors in over 60 countries in 2020 alone.

We are proud to be an equal opportunity employer with a diverse, inclusive work environment and encourage our employees to bring their true fun-loving and high-energy selves to the workplace. With big, vibrant dreams and a culture of high performance in our workplace, you will always be engaged, empowered and feel positively challenged.

At Mighty Jaxx, we always extend our full support to the team to help them reach their full potential personally and professionally. If you love keeping up with the latest trends across different sub-cultures, love technology and are ready to embrace your creativity, we love to have you join us in creating the most unique experiences, products and content for our collectors!

The Job

Mighty Jaxx is looking for a resourceful IT Administrator who will support the IT team on day to day operational duties which include the maintenance, configuration, and reliable operation of computer systems. Administrative tasks include user accounts management, inventory system, users training/briefing and updating documentation.

Responsibilities

- Provide L1 Desktop & Network Support to internal customers.
- Support IT Procurement-related activities (e.g. yearly software license renewal activities and negotiating with vendors for the best pricing).
- Work closely with HR to provision and deprovision IT equipment and services for new hires/leavers.
- Provide administrative services and support for Google Workspace, Windows Active Directory and Microsoft 365/Azure.
- Onboarding new joiners include setting up their computers and running through an IT induction on their first day.
- Manage vendors on IT matters such as issue escalation and projects.
- Monitor and maintain proper inventory of hardware and software licenses.



- To assist the IT Manager in all IT related duties and activities.

Requirements

- Diploma in IT or its equivalent.
- Minimum 2 years of related experience.
- Intermediate knowledge of Google Workspace, Windows 10/11 and MacOS or higher
- Good understanding of TCP/IP and LAN technology.
- Proficiency in spoken Mandarin (to communicate with our China offices).
- Proactive team player with the ability to work independently with minimal supervision.
- Good communication and problem-solving skills.

To apply, please send an updated copy of your resume to HR@mightyjaxx.com