

JOB DESCRIPTION

POSITION : IT EXECUTIVE

DEPARTMENT : IT

REPORT TO : HEAD OF IT

Job Responsibilities:

- To provide technical support on both hardware and software related issues.
- Troubleshooting and rectifying problems of all related matters for application, hardware and software.
- Assist in managing and maintaining MS. SQL, server, Windows Server and server related matters.
- Responsible to perform daily routine backup for server and also updating applications patches.
- Assist in managing and maintaining staff emails and check on email server log.
- Responsible for user guide and technical documentations.

Requirements:

- Candidates must possess at least Diploma/Advanced/Higher/Graduate Diploma, Bachelor's Degree or equivalent.
- Required languages: English, Malay & Chinese.
- Fresh graduate is encouraged to apply.
- Hands on experience in configuration and maintenance of firewall, Router and Servers will be an added advantages.
- Knowledge in networking would be an added advantage.
- Strong analytical and proactive in creating solution to common issues.
- Able to work well in a team with minimum supervision.
- Have a pleasant personality, good communication skill.
- Willing to work at Kuchai Entrepreneurs Park.

Key Competencies:

- Attention to detail and accuracy
- Customer service orientation
- Communication skills - written and verbal
- Problem assessment and problem solving
- Planning and organizing
- Prioritizing
- Teamwork
- Flexibility
- Adaptability