

Job Description IT Officer.

Responsibilities:-

- Provide IT support to all ADM staff across the business division (internet connection, software & hardware installation, upgrading of PC & configuration)
- Responsible for the upkeep, maintenance and smooth running of server, eHRMS & SAP system infrastructure of system to users
- Implementation of IT policies
- Maintaining a standard documentation for all IT related documentation
- Liaise with local vendor in managing PC rental for total company
- Act as a central contact point between ADM with vendors related to office IT matter when necessary
- Assist in setting up of cloud storage and maintaining those storage
- In charge of daily IT related updates including website maintenance, a-mail address maintenance (creation of new staff e-mails and deletion of resigned staff email)

Requirements:-

- Candidate must possess at least Diploma/Bachelor Degree in Computer Science / Information Technology / Engineering Communication or relevant
- At least 2 years of working experience in the related field
- Knowledge of relevant software and hardware computer applications and equipment
- Preferably Junior Executives specializing in IT/Computer Network/System/Database Admin or equivalent
- Be able to handle IT matter independently with minimum supervision