

HUMAN RESOURCES EXECUTIVE (Head Office, Subang Jaya)

Responsibilities:

- Provides support of IT infrastructure: Server, Printer, Router, Switches, CCTV, Email, Website which include basic installation & configuration.
- Perform POS System and other Application maintenance that includes installation, configuration, upgrading, troubleshooting and monitoring.
- Provide first level support by identifying, resolving and escalating the problems to vendor and ensure that the service commitment is met.
- Provide day to day technical support in maintaining the information system, including responsibility for ensuring processes and outputs are error-free.
- Administration of IT Asset and perform periodically software audit.
- Ready to provide support after office-hour.

Special Skills

- Preferred skill (s) : Handling Point of Sales and ERP system.
- Required skill(s) : IT Infrastructure system support, installation and troubleshooting.
- Able to work under minimum supervision and has the sense of urgency in responding to system problems and service commitments.
- Able to work under pressure.
- Applicants must be willing to travel outstation and willing to standby during off office hours.
- Able to converse in Chinese dialects would be an added advantage.

Requirements:

- Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Science & Technology or equivalent.
- At least 2 year(s) of working experience in the related field is required for this position.
- Knowledge of Point of Sales system would be an added advantage.
- Applicants must be willing to work in SUBANG JAYA.
- Preferably Junior Executives specializing in IT/Computer - Network/System/Database Admin or equivalent.
- Full-Time position(s) available.