

SENIOR OFFICER, IT

We invite suitable candidate for the following position : -

Company : Bina Puri Holdings Bhd

Position : Senior Officer, IT

No. of Vacancy : 1

Requirements :

- 1) Possess qualification Diploma/Degree Science Computer/Information Technology or equivalent;
- 2) Minimum 2 to 3 years of relevant experience;
- 3) Good technical knowledge in computer hardware and software.

Responsibilities :

- 1) **Helpdesk**
 - Provide support and daily issue resolution.
 - Identify, diagnose, and resolve issue in computer hardware and software.
 - Provide assistance in installation of other peripherals like printers, copiers, scanners, etc.,
 - Remote desktop troubleshooting
- 2) **Technician / Networking**
 - Install and configuring computer hardware, software, system, network, printers and scanners.
 - Diagnosing and solving computer software and hardware faults.
 - Manage user accesses to system and shared accounts
 - Maintaining records of software licenses.
 - Maintaining stock of computer hardware and other supplies
 - Advising users on best practices to use their hardware or software
 - Helping users to properly report bugs to internal or external.
 - Setup and Configure Modem/Router Gateway and Wireless for internet connection
 - Manage cabling systems like local area network cables, network interface cards, wired switches.
 - Setup and test video conference equipment before meeting start.
- 3) **Graphic / Multimedia / Web**
 - Design for web content or social media such as advertisements, web banners, festival posts design and etc.
 - Video Shooting & Editing for Company Profile & Site Progress Report (Drone & DSLR Camera).
 - To design and update website (on WordPress or etc).
- 4) **Server Administrator**
 - Maintaining server daily routine
 - Maintaining Apps Server (All Dept)
 - Troubleshoot, diagnose, and resolve problems with Microsoft Exchange 2010 and 2013 and Active Directory at Windows Server 2008/2012
 - Maintain Office 365, OneDrive and other 0365 apps.

Those interested, please write in / contact HR Department.

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