

E. IT ASSISTANT

SCOPE : IT MANAGEMENT.

ANSWERABLE TO : IT MANAGER/CONTROLLER.

TASKS/RESPONSIBILITIES:

1. Assist in folder/data arrangement cloud data sharing.
2. Assist in installation of computer hardware/software, network and printer.
3. Assist in security of all technology security.
4. Assist in compiling and editing material (i.e: pictures) to upload into website.
5. Assist for Training and Consultation.
6. Assist with network and security management.
7. Assist in data storage/back up.
8. Assist Computer Base Training (CBT) maintenance, assist systems development, multimedia related matters (i.e.: graphics, editing,etc) i
9. Provide user level technical support for end users, computers, printers, etc.
10. Provide user level training on daily applications used, including, but not limited to: MS Word, MS Excel, MS Outlook, MS Publisher, Adobe Acrobat, and other basic computer related skills.
11. Assist with end user system updates and monitoring (user management).
12. Assist in Provide High degree of professionalism and end user satisfaction and work well with others.
13. Assist in research and development of new technologies and software that might be beneficial.
14. Assist with technical documentation of systems and processes.
15. Assist with creation and documentation of IT systems and networks.
16. Assist in IT equipment purchasing upon request (liase with vendors) from all departments.
17. Provide IT support/ troubleshooting for all department.
18. Administer system GGMS and Aeronet as seconded person in-charge once ITM is unavailable.

19. Assist in Maintain current and accurate inventory of technology hardware and software including licence renewal/purchased.
20. Assist in update website on request.
21. Monthly data back up – Google Drive data, Data located at company hosting; website, GGMS and its database
22. Monthly billing & follow up : Google accounts, TM Bill, IP-PABX, Aeronet, Rental Printer
23. Assist in Graphic & Design of picture design and editing, Corporate Profile, Video Corporate and other Multimedia related (i.e.: adobe illustrator & adobe photoshop, adobe premier)
24. Perform other duties as needed/required; supervise by superior (IT Manager/Controller) which not limited to the said tasks above.