

IT OJT SCOPE : INFORMATION TECHNOLOGY

ANSWERABLE TO : IT MANAGER

TASKS/EXPOSURE TO:

1. Involve in internal systems development for Galaxy Aerospace Management System which consists of a few modules.
2. Involve in AERONET Aircraft Maintenance Tracking COTS System.
3. Assist in installation of computer hardware/software, network and printer.
4. Assist in security of all technology security (Firewall Software).
5. Assist with network and security management. (FIREWALL HARDWARE,ETC)
6. Assist in folder/data arrangement cloud data sharing (Google Drive).
7. Involve in Providing user level technical support for end users, computers, printers, etc. Assist in basic IT support/ troubleshooting for all department.
8. Involve in Training and Consultation which related to systems internal training.
9. Provide user level training on basic or daily applications used, including, but not limited to: MS Word, MS Excel, MS Outlook, MS Publisher, Adobe Acrobat, and other basic computer related skills.
10. Assist in research and development of new technologies and software that might be beneficial.
11. Assist in compiling and editing material (i.e: pictures) to upload into website. Assist in update website upon request.
12. Assist in Graphic & Design of picture design and editing, Corporate Profile, Video Corporate and other Multimedia related (i.e.: Adobe Illustrator & Adobe Photoshop, Adobe Premiere)
13. Assist in compiling manual/technical documentation/user guide of systems, networks and processes. Involve with creation and documentation of IT systems and networks, etc which related.
14. Perform other duties as needed/required; supervise by superior (IT Manager/Controller) which not limited to the said tasks above.

*Notes: All of them will be exposed to the general job description here in order for them to experience the real workforce later which find very valuable knowledge especially for SME (Small Medium Enterprise) Organizations.