

VACANCY NOTICE

REF: C13022025

POSITION	IT ADMINISTRATOR ASSISTANT
LOCATION	TAMAN TUN DR ISMAIL, KL
INDUSTRY	F & B
TYPE	FULL TIME

JOB SUMMARY

- Monitoring and maintaining networks and servers.
- Upgrading, installing and configuring new hardware and software to meet company objectives.
- Implementing security protocols and procedures to prevent potential threats.
- Creating user accounts and performing access control.
- Performing diagnostic tests and debugging procedures to optimize computer systems.
- Documenting processes, as well as backing up and archiving data.
- Developing data retrieval and recovery procedures.
- Designing and implementing efficient end-user feedback and error reporting systems.
- Supervising and mentoring IT department employees, as well as providing IT support.
- Keeping up to date with advancements and best practices in IT administration.
- Provide day-to-day technical support to Outlet's PIC for Point-of-Sale software, systems, and hardware.

JOB REQUIREMENTS

- Bachelor's degree in computer science, information technology, information systems, or similar.
- Applicable professional qualification, such as Microsoft, Oracle, or Cisco certification.
- At least two years' experience in a similar role.
- Extensive experience with IT systems, networks, and related technologies.
- Solid knowledge of best practices in IT administration and system security.
- Exceptional leadership, organizational, and time management skills.
- Strong analytical and problem-solving skills.
- Excellent interpersonal and communication skills