

EXECUTIVE, WORKFLOW (IT)

(Based in Hicom-Glenmarie, Shah Alam)

Responsibilities:

- Implement Workflow into business processes (i.e. claim, payment, procurement, finance, treasury and other operation processes).
- Develop Workflow using No Code or Low Code platform (Ecology platform).
- Implement Workflow Electronic Data Interchange (EDI) with Other Systems (e.g.: ERP - Infor M3, Tableau, and other data sources).
- Provide IT system training and support to internal staff.
- Prepare IT system documentation and instruction manuals for users.
- Collaborate with all levels of users in improvement studies for Workflow processes.
- Perform other related task as assigned by Management.

Requirements:

- Candidate must possess at least a Bachelor's Degree in Computer Science or IT-related equivalent.
- Knowledge in Workflow platform and processes is an added advantage.
- Experience in No Code or Low Code Development is an added advantage.
- Required Skill(s): SQL, PowerApps, JavaScript and Software Development Life Cycle (SDLC).
- At least 1 year(s) of working experience in the Workflow related field.
- Fresh graduates are also encouraged to apply.