

## **TRAINEE / ASSISTANT, IT**

(Based in Bukit Minyak, Penang)

### **Responsibilities:**

- Monitoring of server and ensuring the server is running smoothly.
- Backup of SQL database, network equipment status monitoring and update.
- Maintain internet and Metro-E leased line to ensure smooth daily usage.
- Handle and support software and hardware issues and other systems related matters.
- Generate report for operation supports, maintenance and documentation.
- Perform other related duties and responsibilities as assigned by superior from time to time.

### **Requirements:**

- Min Diploma/Degree in IT field (Computer Science preferred).
- One (1) or two (2) years' experience on the related field.
- Knowledge of SQL and Server management is essential.
- Hands on experience on Microsoft Excel Pivot Table.
- Computer literate, able to work in a team with a sense of responsibilities.
- Must be willing to work on Saturdays (half day until 12pm) in Bukit Minyak, Penang.