

### IT ADMINISTRATOR

**Location:** Menara YTL

**Based:** 20<sup>th</sup> Floor Office

**Reporting HOD:** Department Head (IT)

**Department:** Information Technology

**Job Requirements:**

- Bachelor's Degree in Computer Science, Information Technology, or related field
- Minimum 2 years of experience
- Knowledge of domain and server setup, data storage and backup, IT network infrastructure and system support
- Knowledge of Microsoft Windows OS, Linux/Unix OS, HTTP/HTTPS, DNS, Microsoft Azure and 365, VMware, Firewall, LAN/vLAN, and WAN

**Job Function:**

- Install, set up, support, troubleshoot and maintain systems, PCs, servers, storage and networks.
- Assist with managing, tracking and verifying IT assets such as PCs, printers and IT software licences.
- Responsible for procurement: from supplier quotations, purchase requests and purchase orders, to the placing of hardware, software and services. Dealing with packing, handling, delivery planning and follow-up, as well as coordination with vendors on delivery lead times and sourcing of supplies.
- Deliver quality response service on a daily basis, ensuring all issues are logged, prioritised and resolved within the agreed timeframe.