

JOB DESCRIPTION

Job Title : IT Engineer I **Job Category** : EX02

JOB SUMMARY

Support and manage the IT infrastructure of the company.
Propose for improvement to the current IT infrastructure.

JOB DUTIES & RESPONSIBILITIES

- 1 To review the current IT infrastructure and make improvement plans.
- 2 Plan and implement the work based on company policy and ensure on schedule.
- 3 Support and maintain the MS Windows servers, SAN Storages, Lotus notes system and CISCO network infrastructure of the whole company.
- 4 To maintain and improve backup of the systems.
- 5 Supervise and train EAs

JOB SPECIFICATIONS

1. Qualification

Fresh Degree in IT or Diploma with at least 4 years of related working experience

2. Experience

Good knowledge in CISCO networking equipment and IP telephony system
Experience in a manufacturing networking environment will be an advantage

3. Skills Required

Good hands-on knowledge of Microsoft Server Systems and networking environment
Strong analytical and troubleshooting skills
Able to work with initiatives

4. Others

Candidate with MCSE, CCNA certification is preferred
Able to speak Japanese is an additional advantage