

JOB DESCRIPTION

Job Title : DX Engineering Assistant **Job Category** : NE 06

JOB SUMMARY

To support and provide technology aids to all users and assist to maintain the company's digital infrastructure.

JOB DUTIES & RESPONSIBILITIES

- 1 Manage and maintain Digital Infrastructure equipment and related peripherals.
- 2 Perform Users administrative account and permission.
- 3 Perform and execute Data security and information leak prevention.
- 4 Perform Users Technical support and troubleshooting.
- 5 Ensure Digital Infrastructure resources are well maintained and documented.
- 6 Ensure compliance to ISO standard operating procedures

JOB SPECIFICATIONS

1. Qualification

Diploma in Computer Science or equivalent

2. Experience

Experience in troubleshooting computers and its peripherals.
Understanding in Microsoft Servers, Windows and Offices application.
Understanding of network topology and it functions
Understanding in virtualisation will be an advantage.
Fresh graduates are welcome

3. Skills Required

Knowledge of Microsoft Server Systems and networking environment
Good analytical and troubleshooting skills

4. Others

Able to speak Japanese is an additional advantage