

CHASEN LOGISTICS SERVICES LIMITED

Job Title: IT EXECUTIVE

Location: Jurong area, Singapore.

No. of Vacancies: 1

Responsibilities & Duties:

- Maintains the Group online resources, computers and related desktop software well to ensure end-user smooth operations.
- Installation and maintenance of desktops, notebooks and network devices.
- Identify and resolve technical problems on computer software applications and network issues.
- User ID administration, password resetting creating of shared folders, security and privilege setting.
- Manage the 3rd party vendor and supplier relationship and services, to coordinate on IT acquisition, setup, upgrade or repair of IT technologies or systems.
- Responsible for general IT administration duties.
- IT administrative duties to support the Admin Department - IT documentation and IT procurement and IT assets tracking.
- Enforce IT SOPs and policies to ensure compliance and corporate governance.
- All documentation are in order and duly accountable for.
- Assist in any other ad-hoc projects assigned.

Requirements:

- Candidate must possess at least a Diploma in Computer Science or equivalent.
- At least 3 – 5 years of related working experience IT administration of Windows-based OS, network and network devices, MS Office and end user support.
- Experience in server administration will be an advantage.
- Helpful personality, positive work attitude and customer oriented.
- Able to work independently with good analytical and problem-solving skills.

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to Siowchian@chasen-logistics.com.

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)