



ÆON CREDIT SERVICE

Senior Executive – Wintel

Job description:

- Involve and ensure system team perform daily system support and troubleshooting efficiently.
- Provide hardware (PC/Notebook/Server) and software (OS and applications) installation, configuration, patches update, relocation and troubleshooting.
- Maintain server and network infrastructure performance is always up in 24x7.
- Perform and verify system/data backup and recovery.
- Maintain and enhance system stability to minimize system downtime.
- Assist in documenting & maintain system procedures and guidelines.
- Attend and solve user problem.
- Liaise with vendor on any hardware and software troubleshooting and problem solving.
- Ensure all systems in healthy condition.
- Ensure all AEON's information assets confidentiality, integrity and availability are protected.
- Outstation travelling is required to support on new branches opening and system and network infrastructure setup.
- Must have initiative to perform R&D and propose new initiative to improve overall system performance.

Requirements:

- Bachelor's Degree in Computer Science/Information Technology or equivalent.
- Preferably with at least 3 - 4 years of working experience in network and system administration including setup and configure firewalls, routers, switches, e-mail system, DHCP, DNS, VPN.
- Experience in troubleshooting computer/server hardware and software problems.
- Must be able to carry-out technical support and implementation work.
- Computer literate in Microsoft latest products such as MS Office, Windows Operating System.
- Good organizational, English communication, presentation and writing skills.
- Strong knowledge on networking, operating system.
- Good communication skills.
- Willing to work longer hours and can perform consistent good result.